The Fiscal Intern assists the Department Administrator with accounting tasks for the Morgridge Center for Public Service. In addition to these duties the Fiscal Intern greets UW-Madison students, faculty, staff, non-profit representatives and other visitors to the Morgridge Center for Public Service. As such, they are responsible for creating a professional, welcoming atmosphere for all our customers and performing the specific duties that follow below.

Desired Knowledge, Skills and Abilities:

- Desire to learn about Morgridge Center for Public Service programs and services
- Ability to learn campus financial procedures, programs, and tools
- Detail oriented
- Prior customer service and/or office experience preferred
- Effective communication and interpersonal skills
- Demonstrated reliability, punctuality and dependability
- Admired problem solving and time management skills
- Ability to work both independently and as part of a team
- English proficiency

Duties:

1. **Assist the Department Administrator with accounting tasks for the Morgridge Center for Public Service.**
   - Expense reimbursements for Morgridge Center staff primarily through the University’s e-Reimbursement program
   - Reconciliation of the bi-monthly Morgridge Center purchasing card (p-card) statement
   - Coordinate bidding process for large Morgridge Center purchases
   - Assist with Morgridge Center purchasing

2. **Customer Service**
   - Greet and assist visitors in person, by phone and via email
   - Answer questions regarding Morgridge Center programs and services
   - Refer visitors to appropriate student or professional staff

3. **Assist the Professional Staff on projects related to their programs.**
   - The Operations Intern will work on a variety of projects with assistance from professional staff

4. **Administrative Support**
   - Assist with the operation of Morgridge Center library, including checking out books, database management
   - Handle and route office mail
   - Create handouts, reports, flyers, etc
   - Update forms, databases, spreadsheets
• Assist Morgridge Center staff to ensure Morgridge Center resources are up to date and accessible
• Manage calendar and room reservation system

5. Maintain General Office Appearance
• Keep front desk, reception area and library well organized and clean
• Work with other student staff to keep student work areas clean and well organized

6. Other Duties as Assigned

Employment Information:

This position begins February 2018. This position has a minimum term of 1 year.
Pay Rate: $10/hour
Approximate Hours Per week: 10 (in minimum of 2 hour blocks), between the hours of 8:30 am -5 pm
Number of Positions Available: 1

Application Deadline: Sunday February 4th, 2018 or until filled. To apply, please complete an online application at https://uwmadison.co1.qualtrics.com/jfe/form/SV_enfgIpXLfzGuNX7. If you have any questions or concerns please contact Dean Ladwig, 608-890-3590, dean.ladwig@wisc.edu, 716 Langdon St, 154 Red Gym, Madison, WI 53706.

For information about the university’s commitment to affirmative action and equal employment opportunity, please follow this link: https://diversity.wisc.edu/about-3/aa-eeo/