Administrative Associate

- Requisition ID #: 32612
- Job Category: Administrative Support/Office
- Employment Type: Full Time
- Experience Level: Experienced (non-manager)

- City, State: Milwaukee, WI
- Work Location: Medical Education Building
- Department: AHW Endowment
- Education: Associates Degree

Position Description:

As an **Administrative Associate in AHW** you will support the Director and Deputy Director of the Advancing a Healthier Wisconsin Endowment in a timely and professional manner to facilitate achievement of the Endowment’s goals and mission, under general direction. Provide executive level administrative support, carrying out tasks such as drafting correspondence, scheduling appointments, preparing for and attending meetings, generating meeting summaries, making travel arrangements, processing financial transactions, and providing information to visitors.

**About AHW Endowment**

About AHW Endowment – The Advancing a Healthier Wisconsin Endowment was established by the Medical College of Wisconsin in 2004 to receive a portion of the charitable funds from the conversion of Blue Cross Blue Shield of Wisconsin from a nonprofit organization to a for-profit corporation. The proceeds of the sale were generously gifted to Wisconsin’s two medical schools – MCW and the University of Wisconsin School of Medicine and Public Health – on behalf of the people of Wisconsin. AHW proudly calls the MCW School of Medicine home. It is this strategic placement in the third largest private medical school in the nation – within Wisconsin’s largest private research institution – that enables us to steward this gift, combining the power of philanthropy with that of academic medicine to serve as a catalyst for positive change statewide. Learn more at [www.ahwendowment.org](http://www.ahwendowment.org) and learn how you can be a part of the AHW team!

**Primary Functions**

- Anticipate and initiate action regarding administrative functions while coordinating and leading projects.
- Manage complex calendars, coordinate meetings and travel itineraries, prepare pertinent agendas and materials.
- Schedule meeting rooms and ensure technology needs are met.
- Serve as key point of contact for a variety of internal and external audiences.
- Provide resolution to phone inquiries; prioritize issues; route calls as appropriate.
- Distribute mail and organize filing systems; accurately maintain records.
- Initiate purchase orders, check requests, procurement card purchases, and manage invoices.
- Create presentations, minutes, letters, memos, and forms.
• Independently compose email and other correspondence which may contain confidential information.
• Create workflow charts, spreadsheets, and databases.
• Conduct research, compile data, and prepare presentations and reports for leadership review.
• Possess working knowledge of AHW’s data management system, to retrieve information, run reports, and create dashboards.
• Provide information as needed for special projects assigned by AHW leadership.
• Collaborate across AHW functional units and the organization to uphold stewardship objectives and principles.

Knowledge – Skills – Abilities

Knowledge of computers, clerical procedures, customer service standards, and information management. Experience with procurement processes or Oracle is a plus.

Considerable skill and in-depth knowledge of organizational policies and procedures.

Strong writing, organizational, time management, interpersonal, collaborative communication, and problem solving skills.

Exercise confidentiality and a high degree of discretion.

#LI-SN1

Preferred Schedule:
M-F, 8am-4:30pm (hybrid)

Position Requirements:

Specifications

Appropriate experience may be substituted on equivalent basis

Minimum Required Education: Associate’s degree

Minimum Required Experience: 3 years

Preferred Education: Associate’s or bachelor’s degree

Preferred Experience: 5 years

Field: Business, communications, or related field; progressively complex responsibilities supporting an organizational leader, including effective writing skills

Why MCW?

• Outstanding Healthcare Coverage, including but not limited to Health, Vision, and Dental. Along with Flexible Spending options
• 403B Retirement Package
• Competitive Vacation and Paid Holidays offered
• Tuition Reimbursement
• Paid Parental Leave
• Pet Insurance
• On campus Fitness Facility, offering onsite classes.
• Additional discounted rates on items such as: Select cell phone plans, local fitness facilities, Milwaukee recreation and entertainment etc.

For a full list of positions see: www.mcw.edu/careers

For a brief overview of our benefits see: https://www.mcw.edu/departments/human-resources/benefits

Eastern Wisconsin is a vibrant, diverse metropolitan area. MCW is intent on attracting, developing, and retaining a diverse workforce and faculty body that reflects the community we serve. We value diversity of backgrounds, experience, thought, and perspectives to advance excellence in science and medicine. MCW is a welcoming campus community with a strong culture of collaboration, partnership, and engagement with our surrounding community. For more information, please visit our institutional website at https://www.mcw.edu/departments/office-of-diversity-and-inclusion.

MCW as an Equal Opportunity Employer and Commitment to Non-Discrimination
The Medical College of Wisconsin (MCW) is an Equal Opportunity Employer. We are committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status. Employees, students, applicants or other members of the MCW community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.