

# Position Vacancy Listing

*Executive Assistant (PVL 96869)*



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**Working Title:** Executive Assistant  
**Official Title:** UNIV SVC PRG ASSOC

## Abstract

The Wisconsin HOPE Lab is the nation's first laboratory for translational research aimed at improving equitable outcomes in postsecondary education. The Lab will help to make findings from basic science useful for practical applications that enhance college attainment and human well being throughout the state, and in turn, the nation.

Our goal is to help policymakers and practitioners (a) accurately state the costs of attending college, (b) ensure that families and students understand these costs, and (c) find effective ways to cover these costs that enhance degree completion rates as well as the personal and societal benefits of postsecondary education.

The Executive Assistant will provide logistical support and project management for the Founding Director, Sara Goldrick-Rab and the research staff of the Lab. The position works under general supervision and is responsible for managing meetings, calendaring, coordinating travel, and organizing advising work. The successful candidate must be self-directed, have excellent interpersonal skills, be tech-savvy, and have the ability to thrive in a fast-paced environment.

## Minimum Requirements

- 1) A Criminal Background Check Will Be Conducted
- 2) A Probationary Period will be Required
- 3) Schedule Requirement: Be able to work 7:45am - 4:30pm with a 45-minute lunch break. Some flexibility is permitted.

## Application Details

In order to apply, applications must be submitted online at <https://uwjobapply.wisc.edu/Apply.aspx?chris=96869>

Please click on the "Apply Online" button to start the application process.

Please submit the following:

1. Current resume
2. Cover letter that addresses the following questions:

Please describe any previous job experience where you had to book travel and hotel stays for others. What kinds of challenges did you face with these tasks and how did you resolve them?

Please describe any previous job experience that you have which involved managing a complex electronic calendar.

UW-Madison is required by law to request data from applicants for employment in order to monitor its recruitment and selection practices. In order for us to meet this federal reporting requirement, please go to <http://www.oed.wisc.edu/reports-and-forms.htm> to fill out the Voluntary Self-Identification of Disability Form and the Applicant Self-Identification Form for Protected Veterans. Please reference the Position Vacancy Number when uploading your completed forms. Completing these forms is voluntary and your responses will be kept confidential and is not considered as part of the hiring criteria.

UW-Madison is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.