

Position Information**Posting Details**

Posting Number	042177
Position Title	Professional Temporary
Number of Vacancies	1
School/College/Division/Institutes/Centers	13 - College of Social Work
Primary Department	H1303-Social Work Instruction Unit
Essential Functions (Job Duties)	<p>-Assist the doctoral director in handling many details of publicity, student registration, preparing student applications for faculty review; preparing materials for inclusion in marketing</p> <p>-Handling many routine inquiries about the doctoral program</p> <p>-Handling communication with students and faculty members about qualifying exams, scheduling meetings and applicant interviews</p> <p>-Utilizing computer software for communications and documentation</p>
Unique Duties	<p>The technician will be involved in all aspects of doctoral program support, which will include:</p> <ol style="list-style-type: none"> 1. Updating/Maintaining doctoral online informational sites 2. Processing payments for tuition and vendor payment for student payments and events 3. Processing over-rides and review/report on records related to enrollment and grades 4. Process admissions and financial aid materials, annual reviews, and other student reporting 5. Engage in student and prospective student correspondence 6. Assist with publicity (website, etc). 7. Update PhD manual on an annual basis and policies as needed 8. Other duties as assigned
Qualifications	BA/BS
Preferred Qualifications	Experience in higher education processes and programs
Testing Requirements	Not Applicable
Test Scheduling	
Job Type	Temporary Part-Time
Job Category	Clerical/Technical

Duration of Posting

Fiscal Year of Job Open Date	2016
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Job Open Date
(When job is posted in the system) 09-12-2016

Job Close Date
(or until suitable candidate is found) Until Suitable Candidate is Found

Is this position reposted? No

Reposting Reason: None (New Posting)

Application Information

Background Check Requirements University policy requires certain persons who are offered employment to undergo a background check, including a criminal history check, before starting to work. If you are offered employment, the University will inform you if a background check is required.

Instructions for submitting your application:

Represented Position Message

Funding/Salary Information

Salary (Minimum)
(Non-Academic Only)

Salary (Hire Max)
(Non-Academic Only)

Salary (Maximum)
(Non-Academic Only)

Hourly Rate
(Non-Academic Only) \$15

Salary Range
(Academic Only)

Is Position Bump Ineligible? N/A
(Non-Academic, Represented positions only. Select 'No' for Academic. Select N/A if Non-represented.)
**NOTE: If 'Yes' is selected, then this is a Bump Ineligible Position (BIP). The person who bids or hires into this 100% grant funded position has no bumping rights upon grant expiration or in a reduction of force.

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[Affirmative Action/Equal Opportunity Employer](#)

The Affirmative Action Plans for Minority/Female and Veterans and Individuals with Disabilities is available in their entirety on the OEO website.

Wayne State University is an Affirmative Action/Equal Employment Opportunity employer, which complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Wayne State University is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, national origin, age, disability or veteran status, or any other characteristic protected by applicable law.

[EEO is the Law](#)

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Send comments or questions to: jobs@wayne.edu