

LTE - Operations Program Associate (SAA)
Job Announcement Code(s): 10-03136

Location: Madison, WI

Salary: \$13.290/hour

Deadline to Apply: 8/13/2010

The Wisconsin State Approving Agency (SAA), WDVA, currently has a LTE opening for an Operations Program Associate. This position provides administrative support to SAA Education Consultants and office staff and prepares approval letters and visit reports for submission to the VA. This is a part-time opening with an estimated 30-40 hours per week.

Job Duties:

- Provide technical assistance to approved Institutions of Higher Learning (IHLs) and IHLs seeking approval.
- Assist with composing and proof-reading approval action letters.
- Maintain a database of all approved IHLs in Wisconsin.
- Research various topics as assigned by an Education Consultants or the Program Director.
- Perform data entry and update the database.
- Prepare outreach materials.
- Assist in preparing Education Consultants for visits to IHLs and outreach activities.
- Provide assistance in developing PowerPoint presentations and other duties as assigned in planning and outreach activities, conference meetings and other types of staff development.

Knowledge, Skills and Abilities:

- Knowledge of and ability to perform data entry and information retrieval functions using paper and/or electronic systems.
- Knowledge of general filing practices.
- Knowledge of and ability to utilize various functions of Microsoft Office Suite software.
- Knowledge of the operation of a personal computers and ability to use departmental network systems for information storage, retrieval and processing activities.
- Ability to function as part of a team.
- Ability to perform typing/keyboarding.
- Independent decision making skill and ability.
- Strong oral and written communication skills.

How to Apply:

Please complete and submit:

1. State Application for Employment (include job announcement code)
2. Current Resume

Sign and return the completed application materials to: Wisconsin Department of Veterans Affairs Attn: Steve Janisch, Central Human Resources 30 W. Mifflin Street, 5th Floor P.O. Box 7843 Madison, WI 53707-7843 Or, send materials by FAX to: (608) 266-5414