

PREVIEW OF JOB POSTING ON SEARCH OF JOBS.WISC.EDU

POSITION	DEPARTMENT	LOCATION	OPENED	CLOSES
IAP ACCOUNTANT	INTL DIV/INTL DIVISION	Madison	Apr 25 2022	May 25 2022 11:55 PM

This position is a multi-functional position within International Academic Programs (IAP), a unit in the International Division, which serves as the largest study abroad office at UW-Madison. IAP administers more than 240 campus-wide study abroad & domestic study away programs and annually sends over 1,500 UW-Madison students abroad. [TREMS - Job Card: Advertising Summary](#)

STAFF JOB POSTING (Academic Staff, Limited, University Staff, Temporary Employees)

IAP ACCOUNTANT [JEMS - Core tab: Business Title](#)

JOB NO: 257104-AS [JEMS - Transaction ID](#)

APPLY NOW

WORK TYPE: PARTIAL REMOTE, STAFF-FULL TIME [TREMS - Job Card: Work Type](#)
[JEMS - Core Tab: Work Location](#)

DEPARTMENT: INTL DIV/INTL DIVISION [JEMS - Core tab: Hiring Department\(s\)](#)

LOCATION: MADISON [TREMS - Job Card: Work Location](#)

CATEGORIES: ACCOUNTING, FINANCIAL OPERATIONS, AND REPORTING [TREMS - Job Card: Job Group/Subgroup](#)

JOB SUMMARY: This position is a multi-functional position within International Academic Programs (IAP), a unit in the International Division, which serves as the largest study abroad office at UW-Madison. IAP administers more than 240 campus-wide study abroad & domestic study away programs and annually sends over 1,500 UW-Madison students abroad. Further information about IAP can be found on the web at: <http://www.studyabroad.wisc.edu>

[JEMS - Position Description tab: Job Summary](#)

RESPONSIBILITIES:

- Performs general accounting duties following generally accepted accounting principles and procedures. Prepares financial reports and assists with budgeting. Ensures the accurate recording and reporting of the business unit's financial transactions.
- 15% Organizes, prepares, and updates basic financial statements, monthly and year-end journal entries, accounts, ledgers, and reports for various financial needs within an automated financial system to ensure accurate recording and reporting of financial transactions
- 15% Prepares and analyzes financial data, reports and records, identifies discrepancies, investigates, recommends, and implements basic solutions as needed
- 10% Assists with accounting and reviewing reconciliations, journal entries, schedules, and reports
- 10% Answers questions and provides accounting related information to internal and external stakeholders according to established policies and procedures
- 20% Assists in preparing budgets and financial projections
- 10% Prepares and/or approves financial transactions and payments
- 15% Supervise up to three Financial Specialists
- 5% On-board and train Financial Specialists [JEMS - Position Description tab/PD Details: Responsibilities*](#)

*The Responsibilities field will display the SJD summary and the job and unique responsibilities with assigned percentages.



When recruiting for multiple titles on a PVL, the Responsibilities field will hyperlink each title. Each hyperlink will open a new page that displays the SJD Summary and the job and unique responsibilities with assigned percentages for that title.

RESPONSIBILITIES: [Scientist I \(RE043\)](#)
[Scientist II \(RE044\)](#)
[Scientist III \(RE045\)](#)

[JEMS – Position Description tab/PD Details: Responsibilities](#)



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POSITION VACANCY LISTING

PVL # 256686

SCIENTIST I

Identifies research problems, designs research methodologies, performs research, and helps to prepare the results for presentation to professional organizations or for scholarly publications to help advance research.

- 15% Assists with the identification of research problems and the development of research methodologies and procedures
- 20% Collects and analyzes research data, conducts experiments and interviews, and documents results according to established policies and procedures under general supervision and limited responsibility
- 40% Conducts literature reviews, prepares reports and materials, and disseminates information to appropriate entities
- 15% Attends and assists with the facilitation of scholarly events and presentations in support of continued professional development and the dissemination of research information
- 5% Writes or assists in developing grant applications and proposals to secure research funding
- 5% Serves as a main point of contact and liaison with internal and external stakeholders providing information and representing the interests of a specialized research area

TASKS:

- Maintain a portfolio of complex study abroad program budgets including: consortium, short-term faculty led, and blended exchange programs
- Review and approve financial sections of contracts for a portfolio of study abroad programs
- Back-up and E-reimbursement Approver and E-Reimbursement Auditor as necessary
- Assist and backup for IAP scholarship process as necessary
- Voucher Upload Approver
- Communicate program financial matters with IAP staff, UW faculty, and program constituents in the U.S. and abroad
- Disseminate pertinent travel regulations to faculty, staff, and visitors about preferred vendors, airfare, hotels, and auto rentals.
- Other duties as assigned

[JEMS – Position Description tab/PD Details: Tasks*](#)

*Tasks, License/Certification, Physical Demands, Work Environment and Work Environment Hazards will only appear on the job posting if they are filled out in JEMS PVL.



INSTITUTIONAL STATEMENT ON DIVERSITY:	<p>Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.</p>	
	<p>The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background - people who as students, faculty, and staff serve Wisconsin and the world.</p>	
	<p>For more information on diversity and inclusion on campus, please visit: Diversity and Inclusion</p>	<i>Template language for all postings</i>
EDUCATION:	<p>Preferred Associate's Degree</p>	<p><i>JEMS – Position Description tab > PD Details > Education/Experience tab: Preferred or Required (radio button) Education Dropdown Education Details</i></p>
QUALIFICATIONS:	<p>Skills & Qualifications Proficient in Microsoft Excel and Word. Experience with or ability to learn data base systems. Ability to manage and coordinate complete data & financial records with accuracy and attention to detail. Ability to interpret and apply complex university, state, federal, and granting agency rules, regulations, and guidelines. Effective written and verbal communication and interpersonal skills to positively interact with a variety of people and or work independently to meet goals and work assignments of the unit. Effective skills to be able to prioritize work assignments under stressful and sometimes conflicting constraints. Understanding of accounting principles sufficient to manage program budgets and forecast future expenditures. Knowledge of software and desktop applications and their use for effective business management. Well organized and extremely detailed, able to multi-task and handle diverse duties, and able to follow written and oral instructions with limited supervision. Experience interpreting multiple sets of reimbursement rules and regulations and auditing invoices and reimbursement requests. Ability to independently make decisions and resolve problems. Ability to maintain confidentiality and exercise good judgment. Ability to represent the office in a highly professional manner. Positive attitude and strong interpersonal communication skills</p>	<i>JEMS – Position Description tab > PD Details > Education/Experience tab: Qualifications</i>
COVID-19 CONSIDERATIONS:	<p>UW-Madison continues to follow necessary health and safety protocols to protect our campus from COVID-19. All employees remain subject to the COVID-19 Workplace Safety Policy: https://policy.wisc.edu/library/UW-5086. Please visit https://covidresponse.wisc.edu for the most up-to-date information.</p>	<i>Template language for all postings</i>

WORK TYPE:	<p>Full Time: 100%</p>	<i>JEMS - Salary/Title tab: Appointment FTE</i>
	<p>This position may require some work to be performed in-person, onsite, at a designated campus work location. Some work may be performed remotely, at an offsite, non-campus work location.</p>	<i>JEMS - Core tab: Work Location</i>
APPOINTMENT TYPE, DURATION:	<p>Ongoing/Renewable</p>	<i>JEMS - Core tab: Terminal/Renewable*</i>
SALARY:	<p>Minimum \$58,000 ANNUAL (12 months) Depending on Qualifications</p>	<p><i>JEMS - Salary/Title tab: Minimum/Maximum, Pay Basis Salary Qualifier Salary Details</i></p>

*For terminal positions, the following language will automatically appear in the “Appointment Type, Duration” field: “This position has the possibility to be extended or converted to an ongoing appointment based on need and/or funding.”
 For temporary positions, the following language will automatically appear: “This position has the possibility to be extended based on need and/or funding.”



ADDITIONAL INFORMATION:	Diversity and inclusion are primary values for the International Academic Programs (IAP) and are integral to achieving our strategic goals. We seek candidates with an awareness of and commitment to the principles of diversity and inclusion across all spectrums.	<i>JEMS – Recruitment Info tab: Additional Information</i>
HOW TO APPLY:	Please submit a cover letter, CV/resume, and a list of three professional references through the online jobs portal by the assured consideration date.	<i>JEMS – Recruitment Info tab: How to Apply</i>
CONTACT:	Judy Humphrey judy.humphrey@wisc.edu 608-262-6785 Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See RELAY_SERVICE for further information.)	<i>JEMS - Contact tab: Primary Contact</i>
OFFICIAL TITLE:	Accountant I(FN001)	<i>JEMS – Salary/Title tab: Job Name(s), Job Code(s)</i>
DEPARTMENT(S):	A104000-INTL DIVISION/INTL DIVISION	<i>JEMS - Core tab: Hiring Department(s)</i>
EMPLOYMENT CLASS:	Academic Staff-Renewable	<i>JEMS - Core tab: Empl Class, Terminal/Renewable</i>
JOB NUMBER:	257104-AS	<i>JEMS - Transaction ID</i>

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

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Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The [Annual Security and Fire Safety Report](#) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the [University of Wisconsin Police Department](#).

Template language for all postings

APPLICATIONS OPEN:
APR 25 2022 Central Daylight Time *JEMS – Status History tab: ‘Released’ Date*

APPLICATIONS CLOSE:
MAY 25 2022 11:55 PM CENTRAL DAYLIGHT TIME *JEMS – Core tab: Assured Consideration*



FACULTY JOB POSTING (Professor, Professor (CHS), Clinical Professor, Instructor)

PEDIATRIC TRANSPLANT HEPATOLOGIST [JEMS - Core tab: Business Title](#)

JOB NO:
252777-AS [JEMS - Transaction ID](#)

APPLY NOW

WORK TYPE:
FACULTY FULL OR PART TIME, FACULTY-FULL TIME, FACULTY-PART TIME, ONSITE [TREMS - Job Card: Work Type](#)
[JEMS - Core Tab: Work Location](#)

DEPARTMENT:
SMPHIPEDIATRICSIGASTRO [JEMS - Core tab: Hiring Department\(s\)](#)

LOCATION:
MADISON [TREMS - Job Card: Work Location](#)

CATEGORIES:
INSTRUCTIONAL CATEGORY [TREMS - Job Card: Job Group/Subgroup](#)

JOB SUMMARY:

The Department of Pediatrics at the University of Wisconsin, School of Medicine and Public Health is seeking a Pediatric Transplant Hepatologist to provide clinical care in our Pediatric Gastroenterology division.

SMPH is committed to being a diverse, equitable, inclusive and anti-racist workplace and is an Equal Employment Opportunity, Affirmative Action employer. Applications from Black, Indigenous and People of Color (BIPOC) individuals, LGBTQ+ and non-binary identities, women, persons with disabilities, military service members and veterans are strongly encouraged.

[JEMS - Position Description tab: Job Summary](#)

RESPONSIBILITIES:

- Primarily provide clinical service to pediatric transplant patients, both in pediatric liver clinic and pediatric liver transplant clinics. Inpatient service is shared between all providers within the division.
- Provide pre and post-op care to pediatric liver transplant patients.
- Teach to a variety of learners, including medical students and residents. Teaching can occur within the classroom, small groups and lectures, and at the bedside.
- Carry out independent research/scholarly activity in an area of interest to the candidate and the division. These pursuits can take many forms and will often be executed in conjunction with clinical activities, but are not limited to that venue.

The successful applicant will participate in administrative and committee work to support the clinical and scholarly missions of UW Health and the School of Medicine and Public Health. An essential part of these duties will be working in a collegial relationship with other faculty members. [JEMS - Position Description tab/PD Details: Responsibilities](#)

INSTITUTIONAL STATEMENT ON DIVERSITY:

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background - people who as students, faculty, and staff serve Wisconsin and the world.

For more information on diversity and inclusion on campus, please visit: [Diversity and Inclusion](#)

[Template language for all postings](#)

EDUCATION:

- Required
- Terminal Degree
- MD or equivalent

[JEMS - Position Description tab > PD Details > Education/Experience tab:](#)
[Radio Button \(Preferred or Required\)](#)
[Education Dropdown](#)
[Education Details](#)



QUALIFICATIONS:	Completion of US pediatric residency, gastroenterology fellowship and pediatric transplant hepatology programs. Interest in academic medicine, involving teaching to a variety of learners is essential. Experience in an academic medical setting preferred.	
		<i>JEMS – Position Description tab > PD Details > Education/Experience tab: Qualifications</i>
LICENSE/CERTIFICATION:	<p>Required BCP - Bd Cert Pediatrics - Board certified in pediatrics and pediatric gastroenterology - Completion of pediatric transplant hepatology certificate or be eligible to write the next CAQ examination in pediatric transplant hepatology.</p> <p>Required PHYS - Physician Candidate is required to have or be eligible for a WI medical licensure</p>	<p><i>JEMS – Position Description tab > PD Details > Category/License/Cert tab: Preferred or Required (radio button)</i></p> <p><i>License/Certification dropdown</i></p> <p><i>Details field</i></p>
COVID-19 CONSIDERATIONS:	UW-Madison continues to follow necessary health and safety protocols to protect our campus from COVID-19. All employees remain subject to the COVID-19 Workplace Safety Policy: https://policy.wisc.edu/library/UW-5086 . Please visit https://covidresponse.wisc.edu for the most up-to-date information.	
		<i>Template language for all postings</i>
WORK TYPE:	<p>Full or Part Time: 50% - 100%</p> <p>It is anticipated this position requires work be performed in-person, onsite, at a designated campus work location.</p>	<p><i>JEMS - Salary/Title tab: Appointment FTE</i></p> <p><i>JEMS - Core tab: Work Location</i></p>
APPOINTMENT TYPE, DURATION:	Ongoing/Renewable	<i>JEMS - Core tab: Terminal/Renewable</i>
ANTICIPATED BEGIN DATE:	JULY 01, 2022	<i>JEMS - Core tab: Position Available</i>

SALARY:	Negotiable ANNUAL (12 months)	<i>JEMS - Salary/Title tab: Pay Basis</i> <i>Salary Qualifier</i>
ADDITIONAL INFORMATION:	<p>Candidates for Associate Professor or Professor rank must meet criteria for appointment at rank per UW School of Medicine and Public Health guidelines for appointment and promotion on the CHS track.</p> <p>This position has been identified as a position of trust with access to vulnerable populations. The selected candidate will be required to pass an initial Caregiver Check to be eligible for employment under the Wisconsin Caregiver Law and then every four years.</p>	<i>JEMS – Recruitment Info tab: Additional Information</i>
HOW TO APPLY:	<p>To begin the application process, please click on the "Apply Now" button. You will be asked to upload a CV and statement of interest within the application process.</p> <p>The deadline for assuring full consideration is March 31, 2022, however, the position will remain open and applications may be considered until the position is filled.</p>	<i>JEMS – Recruitment Info tab: How to Apply</i>



CONTACT:	Ashley Yandre ashley.yandre@pediatrics.wisc.edu 608-265-3961 Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above Phone number (See RELAY_SERVICE for further information.)	<i>JEMS - Contact tab: Primary Contact</i>
OFFICIAL TITLE:	Professor (CHS)(IC014) or Associate Professor (CHS)(IC015) or Assistant Professor (CHS)(IC016)	<i>JEMS – Salary/Title tab: Job Name(s), Job Code(s)</i>
DEPARTMENT(S):	A536754-MEDICAL SCHOOL/PEDIATRICS/GASTRO	<i>JEMS - Core tab: Hiring Department(s)</i>
EMPLOYMENT CLASS:	Academic Staff-Renewable	<i>JEMS - Core tab: Empl Class, Terminal/Renewable</i>
JOB NUMBER:	252777-AS	<i>JEMS - Transaction ID</i>

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Template language for all postings

APPLICATIONS OPEN:

FEB 24 2022 Central Standard Time *JEMS – Status History tab: ‘Released’ Date*

APPLICATIONS CLOSE:

OPEN UNTIL FILLED *JEMS – Core tab: Assured Consideration (initial assured consideration included in ‘How to Apply’)*

