



## Student Employee Team Position Summaries

Apply Here: <https://tinyurl.com/ucfall23>

More Info & Employee Testimonials <https://www.uww.edu/uc/employment> and our social media

### Customer Service Focus:

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**HawkCard Office Assistant** - Responsible for providing excellent customer service to students, family members, faculty and staff. Major duties consist of providing guidance on meal plan selection, Dining Dollars, Purple Points and producing University ID cards. Hourly wage \$11.00 with an average 8-12 hours per week (based on class schedule). Expected to work summers and academic breaks.

**Information Services Desk Attendant** - Responsible for providing excellent customer service to students, faculty and guests. Duties include, but are not limited to: answering phones, questions, text messages, selling mail items, assisting with campus lost and found and checking out items. Hourly wage \$10.00. Approximately 6-15 hours per week. Some weekend shifts are required.

**Reservations Office Assistant**- Responsible for assisting in reserving rooms for various organizations and departments, working closely with UW-W Dining/Catering, and utilizing excellent communication skills to assist customers throughout the planning process. Duties include but are not limited to: guidance on room reservation and facilities' policies and procedures, answering phone calls, and data management. Hourly wage \$11.00. Approximately 10-15 hours per week.

**Warhawk Alley Desk Attendant** - Responsible for providing customer service to Warhawk Alley customers at all times. They ensure that all equipment is set up and in good working condition. Duties include but are not limited to: checking out equipment, troubleshooting to fix common lane machine issues, and operating bowling and scoring systems. Hourly wage \$11.00. Approximately 6-15 hours per week. Must be available some nights and weekends.

**Customer Service Associate**-Responsible for providing excellent customer service to students, faculty, and guests. Responsibilities include working the front desk, answering phone calls, assisting customers with questions, scheduling appointments for office staff with students, helping with office projects, and more. Hourly wage begins at \$10. Approximately 10 hours per week, but we are flexible.

### Facilities Support Focus:

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**Building Manager** - Responsible for the physical set-up of rooms and assisting customers with meetings, special events, conferences and other activities that take place within the University Center. Duties include but are not limited to: keeping building in orderly fashion, monitoring activities, and maintaining general building decorum. Hourly wage \$12. Approximately 15-20 hours per week.

**Computer Assistant** - Responsible for providing support for UC office computers, Macs, and PCs, while providing hardware and software support. Duties include but are not limited to: Solving problems on UC computers, hardware, and software. Assisting University Dining Services with cash register and kiosk updates and configurations. Assisting Tech Crew occasionally. Occasional lifting of items up to 25 lbs is required. Hourly wage \$11.00 - \$12.00. Approximately 10-15 hours per week.

**Live Plant Maintenance** - Responsible for maintaining live plants in the UC, and working closely with the Custodial/Maintenance unit. Hourly wage \$10.00. Approximately 8- 10 hours per week.

**Student Custodian** - Responsible for assisting with cleaning entry ways, door glass, spot sweeping all flooring, outside and inside trash/recycling, bathrooms, and shoveling. Assist with set ups as needed. Hourly wage \$10.00 Approximately 10-15 hours per week

**Set-Up Crew** - Responsible for setting up rooms, assisting customers with events within the UC, and working closely with other UC units. Hourly wage \$10.00. Approximately 10-15 hours per week.

**Tech Crew** - Responsible for operating audio/video/lighting equipment, performing regular maintenance, and troubleshooting on related equipment. Hourly wage \$11.00. Approximately 10-15 hours per week.

**Warhawk Alley Pin Chaser** - Responsible for being a primary resource for bowling lane maintenance/upkeep, repairing lanes as problems arise, and handling machinery issues quickly and effectively. Provides customer service to Warhawk Alley customers and stakeholders. Hourly wage \$11.00. Approximately 6-15 hours per week. Must be available some nights and weekends.

**Work/Grounds Crew** - Responsible for working on projects such as: landscaping around the UC, Drumlin Dining Hall, Esker Dining Hall, and UW-W University Bookstore, painting, moving items from storage and taking down and setting up tables and chairs. Hourly wage \$10.00. Approximately 10-15 hours per week.

## **Marketing Focused:**

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**Graphic Designer** - Responsible for developing images that represent the UC brand, assisting to promote its services, and collaborating with various departments. Hourly wage \$11.00. Approximately 10-12 hours per week.

**Dining Services Graphic Designer** - Responsible for maintaining the UW-W Dining Services image while promoting its services. Duties include but are not limited to: managing Integrated Marketing Communications Campaigns, creating artwork and campaign elements. Hourly wage \$11.00. Approximately 10-15 hours per week.

**Marketing Assistant** - Responsible for promoting the services of the UC, collaborating with Warhawk Dining, and maintaining the digital presence and social networking of the UC. Hourly wage \$11.00. Approximately 10-12 hours per week.

**Marketing & Social Media Intern** - Responsible for assisting the Marketing Specialist in promoting all things related to the unit (designing social media campaigns, department awareness campaigns as well as daily social media postings on several platforms). Hourly wage \$11.00. Approximately 10-12 hours per week.

**Photography Assistant** - Responsible for photographing UC events and assigned subjects for the UC, getting video content at events to help support Video Production Assistant's projects, and working collaboratively with other UC departments. Hourly wage \$11.00. Approximately 8-10 hours per week.

**Video Production Assistant** - Responsible for creating promotional videos and ads for use on the campus TV station, social media, and UC website. Hourly wage \$11.00. Approximately 10-12 hours per week.

## **Business Operation Focused:**

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**Budget Intern** - Responsible for assisting the Assistant Director of Student Activities, assisting non-SUF funded groups in managing budgets, and building connections with organizations. Hourly wage \$11.00. Approximately 10-12 hours per week.

**Financial Assistant** - Responsible for performing basic bookkeeping, accounting, and administrative tasks. Duties include but are not limited to: processing deposits, audits & reports, cash bag management and administrative support. Hourly wage \$11.00. Approximately 7-12 hours per week.

**Human Resource Intern** - Responsible for supporting the hiring and development of UC student employees. Duties include but are not limited to: editing position descriptions, maintaining a standardized online student applicant system, recruitment and ConnectEd program. Hourly wage \$11.00. Approximately 15 hours per week.

**Project Intern** - Responsible for assisting staff with various UC related projects. Duties include but not limited to: apparel coordination, Executive Council support, and others as assigned. Hourly wage \$11.00. Approximately 12 hours per week.

**Vending Student Manager** - Responsible for assisting the management of all vending needs throughout campus. Duties include but are not limited to: replenishing and reconciling vending refund bags throughout campus, tracking and monitoring vending machines and reporting machine issues. Hourly wage \$10.25. Approximately 6 hours per week.

**Warhawk Pantry Student Assistant** - Responsible for providing support to UW-Whitewater Warhawk Pantry, helping their mission in providing food to students experiencing food scarcity. Duties include but are not limited to: managing, maintaining, and stocking inventory, tracking supply quantities, analyzing information, and social media marketing. Hourly wage \$10.00. Approximately 6-10 hours per week.

## **Programs & Events Focused:**

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**Greek Intern** - Responsible for assisting the Greek Advising Team with support and outreach to students in the Greek Community and related to involvement opportunities. Hourly wage \$11.00. Approximately 10 hours per week.

**Homecoming Chair & Vice Chair Intern** - Responsible for assisting staff of UC-Student Activities & Involvement with planning and implementing homecoming. Duties include but are not limited to: selecting, training, and supporting the volunteer Homecoming Steering Committee. Hourly wage \$11.00. Approximately 10-15 hours per week.

**Involvement Intern** - Responsible for assisting staff with outreach to students, student organizations, and student organization leaders related to involvement opportunities. Hourly wage \$11.00. Approximately 12-15 hours per week.

**Roberta's Art Gallery Assistant** - Responsible for assisting with exhibit installation and takedowns, staffing exhibits and artist receptions. Assists with promoting events in the gallery and completing tasks as assigned. Hourly wage \$10.00. Approximately 10-15 hours per week.

**Roberta's Art Gallery Student Manager** - Assumes supervisory and leadership responsibilities over the gallery staff while providing support to exhibits. Duties include but are not limited to: creating schedules, task lists, assisting with staff meetings and corresponding with gallery staff members. Hourly wage \$10.50. Approximately 10-20 hours per week.

**Roberta's Art Gallery Exhibit Lead** - Responsible for arranging exhibits to be displayed in the gallery throughout each semester, as well as coordinating the events leading up to the arrival of exhibits. Duties include but are not limited to: outreach to artists and art associations, curation of monthly exhibits and supporting exhibit marketing including print and digital materials. Hourly wage \$10.50. Approximately 10-15 hours per week.

**Roberta's Art Gallery Public Relations Intern** - Responsible for all public relations, outreach and promotions of the gallery, along with internal and external communication. Duties include, but are not limited to: writing press releases, outreach to campus and local media, promoting and facilitating exhibit receptions, as well as completing tasks assigned by the University Center Services Manager. Hourly wage \$10.50. Approximately 10-20 hours per week. Internship available for credit if interested and approved by College.

**UC Live (Entertainment) Intern** Responsible for the implementation of programs/events, initiatives, and policies of UW-Whitewater and the University Center. Duties include but are not limited to: assist in development and implementation of progressive and relevant social events that are appealing to a diverse student body. Hourly wage \$11.00. Approximately 15 hours per week.

**ULEAD/Professional Development Intern** - Responsible for assisting staff with the design, marketing and coordination of the ULEAD program as well as ULEADer selection/training. Supports the SIA Intern program. Hourly wage 11.00. Approximately 15 hours per week.

**Warhawk Connection Center Intern** - Responsible for assisting the staff in the development of WCC programs, space and its initiatives. Duties include but are not limited to: event presentation, presenter hosting, other tasks as assigned. Hourly wage \$11.00. Approximately 15 hours per week.

**Warhawk Alley League Coordinator** - Responsible for strategic marketing and programming initiatives as well as evaluation. Duties include but are not limited to: creating weekly league standing reports, operating computerized scoring systems, etc. Hourly wage \$11.25. Approximately 10-15 hours per week.

**Warhawk Alley Tournament Coordinator** - Responsible for being the primary resource for all tournaments and promotional events. Duties include but are not limited to: creating the semester event line-up, entry fees and prize lists, tournament rules, hosting the events and analysis of participation. Hourly wage \$11.25. Approximately 4-10 hours per week.

**Dining Services Positions** - Reach out to the following web address: <https://www.campus-dining.com/dining-open-positions/>



**Questions or want to know more?**

**Email: [UCEmployment@uww.edu](mailto:UCEmployment@uww.edu)**

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