

### **Sports Officials** (Intramural Volleyball, Basketball, etc.)

**Job Description:** Manage and maintain fair play by enforcing the rules of that particular sport. Make consistent and accurate calls for both teams during games. MUST be dependable and show up on time when games are scheduled.

**Preferred Skills:** Good knowledge of the rules of the sport, and may have played at a competitive level. Officiating experience desired, not required. Able to discipline peers and maintain good sportsmanship at all times.

**Contact Person:** Debbie Butschlick, Recreation Specialist

**Phone:** (262) 335-5238 **Email:** debbie.butschlick@uwc.edu

**Hours Needed:** Will vary based on schedule (Games are normally 12:10-12:50 p.m. on Mondays, Tuesdays & Thursdays). The days of the week may change depending upon how teams are playing.

### **Sports Scorekeeper** (Intramural Basketball)

**Job Description:** Keep a running tally of the score, time-outs, and fouls during the entire game. Assist the game official to make sure the game is started on time and runs smoothly. Should be able to set up and take down electronic scorekeeper. MUST be dependable and show up on time when games are scheduled.

**Preferred Skills:** Good understanding of basketball and some playing experience. Able to keep accurate records and pay close attention to detail.

**Contact Person:** Debbie Butschlick, Recreation Specialist

**Phone:** (262) 335-5238 **Email:** debbie.butschlick@uwc.edu

**Hours Needed:** Will vary based on schedule (Games are normally 12:10-12:50 p.m. on Mondays, Tuesdays & Thursdays). The days of the week may change depending upon how teams are playing.

### **Student Ambassadors**

**Job Description:** Responsible for assisting with campus tours, student panels, continuing student registrations, new student advising and registration sessions, freshman orientation and Campus Previews.

**Preferred Skills:** Must have completed one semester at UW-WC and be a student in good standing.

**Contact Person:** Dan Cibrario, Student Services

**Phone:** (262) 335-5201 **Email:** dan.cibrario@uwc.edu

**Hours Needed:** Flexible schedule – approximately 40-50 hours (total) from May through January.



*A Campus of the University of Wisconsin Colleges*



# Student Employment Handbook

**2009-2010**

## Student Employment

Working at UW-Washington County provides a viable way to concentrate on your studies while earning money to pay for college. It provides the flexibility needed to be a successful college student, by allowing you to fit the job into your class schedule. You'll also save time and traveling costs.

## Employment Classifications

♦**Federal Work-Study:** Students who have applied for financial aid and been offered work-study on their award letter. The College Work Study (CWS) payroll is funded by a combination of 75% federal funds and 25% campus funds. Financial aid applicants who have accepted work study awards are the only students who may be hired for positions funded with CWS monies. Your earnings are limited to the amount of the work study award indicated on the award letter or by the department's CWS allocation, whichever is less.

♦**Regular Student Employment:** Students who may not have applied for financial aid or students not offered work-study on their award letter.

## Rate of Pay & Time Sheet Information

The starting rate is \$7.25 per hour. Timesheets are completed using an Excel spreadsheet. After you're hired, you will be sent a timesheet via your student e-mail account. Instructions are built into the spreadsheet.

## How do I get a job?

1. Review the Student Employment Descriptions.
2. Complete the UW-Washington County Student Employment Application.
3. Take the application to the Contact Person to talk to them and learn more about the job. Do not submit the application to Student Services.

If you are hired, stop in the Student Services Office to complete several employment forms. You'll need identification (as listed on the I-9 form) and a canceled check to initiate your direct deposit. All paperwork **must** be submitted to Student Services prior to beginning employment.

## Employment Guidelines

- ♦Ask questions and understand the work to be done.
- ♦Provide supervisor with class schedule in order to set up a work schedule.
- ♦Accurately report hours worked at the end of each time period.
- ♦Discuss any problems regarding your work with your supervisor.
- ♦Monitor the number of hours you work to make certain you do not earn more dollars than you are authorized to earn.
- ♦Make certain you do not work more than a continuous 6-hour period without a 30 minute, unpaid lunch break.
- ♦Timesheets must be printed, signed and given to your supervisor at the end of each pay period.

## The Learning Center (Continued):

### Position 2: Tutors

Writing, Math, & other academic discipline tutors as needed

**Job Description:** Provide supplemental academic assistance to students, either through one-to-one or small group interactions. Other duties include maintaining accurate records. May also include Desk Worker responsibilities.

**Preferred Skills:** Good oral and written communication skills, reliable, and able to work independently. Recommendation from faculty is required (form available in Student Services). Must maintain good academic standing.

**Contact Person:** Laurie Kuehn, The Learning Center Coordinator

**Phone:** (262) 335-5250, ext. 306 **Email:** laurell.kuehn@uwc.edu

**Hours Needed:** 5 or more hours per week based on student availability.

### Notetakers

**Job Description:** Take notes for disabled student/students in class.

**Preferred Skills:** Good note taking skills, legible handwriting, expectation of regular class attendance.

**Contact Person:** Martha Nelson, Student Services

**Phone:** (262) 335-5201 **Email:** martha.nelson@uwc.edu

**Hours Needed:** Appropriate class time.

(Note: Notetakers receive a stipend at the conclusion of the semester.)

### Rathskellar Monitors

**Job Description:** Check out equipment and monitor use of the Rathskellar and TV Lounge. May also be asked to assist with poster making, putting together information packets and mass mailings while working. If all work is complete, students may study while working.

**Preferred Skills:** May be required to discipline their peers and should be able to fairly handle all students using the Rathskellar or TV lounge. **MUST** be on time.

**Contact Person:** Debbie Butschlick, Recreation Specialist

**Phone:** (262) 335-5238 **Email:** debbie.butschlick@uwc.edu

**Hours Needed:** Will vary based on schedule (tentative hours 10:00 a.m.-4:00 p.m., Monday through Friday). Will hire 6-10 students.

## Questions? Need More Information?

Contact the Student Services Office

**Phone:** 262-335-5201

**Email:** martha.nelson@uwc.edu

## Regular Student Employment Opportunities

### Campus Mascot

**Job Description:** Primary duty is to wear the campus mascot costume at various on and off campus events and interact with students and the public.

**Preferred Skills:** Reliable and able to withstand wearing warm costume. Prior experience preferred.

**Contact Person:** Debbie Butschlick, Recreation Specialist

**Phone:** (262) 335-5238 **Email:** debbie.butschlick@uwc.edu

**Hours Needed:** Hours vary based on events -evenings & weekends required.

### Gym & Weight Room

**Job Description:** Sweep & mop gym floor, clean & mop weight and storage rooms, help with noon activities, set up for evening school activities.

**Preferred Skills:** Self-motivated, listen to instructions, able to control their peers and MUST be on time.

**Contact Person:** Debbie Butschlick, Recreation Specialist

**Phone:** (262) 335-5238 **Email:** debbie.butschlick@uwc.edu

**Hours Needed:** Will vary based on schedule (tentative hours: 9:00 a.m.-6:00 p.m, Monday through Friday). Will hire 4-6 students.

### IT - Computer Technology

**Job Description:** Technical support of distance education classes; troubleshooting hardware problems; help desk support for student computer labs; campus-wide desktop support and other responsibilities as assigned .

**Preferred Skills:** Strong academic record; computer literacy (experience with e-mail, web browsing, word processing); excellent communication skills with an outgoing personality.

**Contact Person:** Tammy Becker, IT Manager

**Phone:** (262) 335-5257 **Email:** tamara.becker@uwc.edu

**Hours Needed:** 10 hours per week.

### The Learning Center (Several positions)

**Position:** Desk Worker

**Job Description:** Primary duty is to greet students who visit The Learning Center, answer general questions, assist in maintaining accurate sign-in records. Other duties include making copies, updating bulletin boards, filling information racks, and light cleaning.

**Preferred Skills:** Good interpersonal skills, reliable, able to work independently.

**Contact Person:** Laurie Kuehn, The Learning Center Coordinator

**Phone:** (262) 335-5250, ext. 306 **Email:** laurell.kuehn@uwc.edu

**Hours Needed:** 8-10 hours per week

## Work Study Employment Opportunities

### Astronomy/Physics

**Job Description:** Set up and put away labs and demonstration equipment. Some repair work; project work; maintenance of equipment; poster preparation and placement and clerical work are required. Current enrollment in Physics classes preferred.

**Preferred skills:** Physics background and familiarity with tools.

**Contact Person:** Tobias Keidl, Astronomy/Physics Department

**Phone:** (262) 335-5229 **Email:** tobias.keidl@uwc.edu

**Hours Needed:** 4 hours per week. To be arranged.

### Biological Sciences

**Job Description:** Media preparation for BAC 101. Set up labs for all BOT 130:General Botany; BIO 109:Concepts of Biology; and BAC 101:General Survey of Microbiology courses. Clean after labs, wash glassware, sterilize equipment, prepare stain and reagents, and care of the greenhouse.

**Preferred Skills:** Preferably a student who is majoring in Biology and has taken Bacteriology or a course in chemistry, botany or biology.

**Contact Person:** Dr. Toye Ekunsanmi, Biology Department

**Phone:** (262) 335-5250, Ext. 254 **Email:** toye.ekunsanmi@uwc.edu

**Hours Needed:** Flexible, but about 8 hours per week are required.

### Business/Main Office (2 positions)

**Job Descriptions:** Answer phones; assist visitors by answering general questions and take money for fine arts tickets and other types of payment after staff leaves; filing; make copies; collate, fold and staple; stuff and sort envelopes for mailing. Other miscellaneous projects, including database entry, as assigned.

**Preferred Skills:** Telephone and basic office skills. Typing skills necessary. Knowledge of copy machines and word processing helpful. Mature person with common sense and good people skills, with attention to detail and accuracy.

**Contact Person:** Jean Rogers, Business Office

**Phone:** (262) 335-5215 **Email:** jean.rogers@uwc.edu

**Hours Needed:** Approx. 16 hours per week, usually split between two people. Flexible afternoon and evening hours, but office must be covered until 6:00pm Monday thru Thursday, occasional Friday hours until 4:00pm.

## Chemistry

**Job Description:** Help set up labs; prepare solutions and reagents; wash glassware; keep inventory; general lab maintenance and participation in certain Chemistry outreach projects.

**Preferred Skills:** Basic math skills, computer skills, and ability to follow directions with attention to detail.

**Required:** A grade of B or higher in an undergraduate Chemistry course.

**Preferred:** Full year of CHE 145 and CHE 155, or equivalent, with a grade of B or higher. This requirement can be waived with the instructor's approval.

**Contact Person:** Dr. Mohamed Ayoub, Chemistry Department

**Phone:** (262) 335-5250, ext. 234 **Email:** mohamed.ayoub@uwc.edu

**Hours Needed:** 8 hours per week. Flexible.

## Geography

**Job Description:** Assist in handling inventory, data entry, laboratory set up and producing displays.

**Preferred Skills:** Computer skills (knowledge of, or willingness to learn Word, Access, Excel, etc.), legible handwriting, ability to work independently and attention to detail. Interest in science, especially earth science.

**Contact Person:** Dr. Paul Price, Geography Department

**Phone:** (262) 335-5235 **Email:** paul.price@uwc.edu

**Hours Needed:** 5-10 hours per week. Flexible.

## Library

**Job Description:** Assisting Library users at the Circulation Desk-charging and discharging materials; answering basic questions about the library; shelving; filing; processing new materials; assisting Library staff on various projects.

**Preferred Skills:** Ability to work well with others; attention to detail; ability and willingness to learn new tasks and basic computer knowledge helpful, including Microsoft Office (Word, PowerPoint and Excel). Must be courteous, reliable and punctual.

**Contact Person:** Jennifer Chamberlain, Interim Library Director

**Phone:** (262) 335-5214 **Email:** jennifer.chamberlain@uwc.edu

**Hours Needed:** 6-10 hours per week. Flexible between 8:00 a.m.-7:00 p.m., Monday through Friday. Will hire 5-7 students.

## Maintenance

**Job Description:** Special event facilitator: open doors, set up desks/tables, make certain the needs of the group holding the event are met. Some custodial work as needed.

**Contact Person:** Jon Etta, Maintenance Department

**Phone:** (262) 335-5217 **Email:** jon.etta@uwc.edu

**Hours Needed:** 4-16 hours per week. On call.

## Student Services Office

**Job Description:** Carry out various responsibilities as they relate to Student Services operations. Answer phones; answer general questions; prepare information packets; typing; filing; data entry; filling display racks; updating bulletin boards and assist during registration times.

**Preferred Skills:** Good academic standing. People oriented; good oral and written skills; be able to work independently and possess a willingness to learn. Must be able to maintain confidentiality.

**Contact Person:** Martha Nelson, Student Services Office

**Phone:** (262) 335-5201 **Email:** martha.nelson@uwc.edu

**Hours Needed:** 8-12 hours/week. Flexible. 2-3 students needed.

## Theatre

**Job Description:** Maintain scene shop; supervise other students in set-building activities.

**Preferred Skills:** High school theatre activities and/or industrial arts background.

**Contact Person:** Brad Ford, Theatre Arts Department

**Phone:** (262) 335-5222 **Email:** brad.ford@uwc.edu

**Hours Needed:** 15 hours/week. Heavy emphasis/mandatory hours during production time.