Student Union Staff

**Job Description:** Check out equipment and monitor use of the Student Union and TV Lounge. May also be asked to assist with poster making, compiling information packets and 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 Student Union or TV lounge. **Must** be reliable and on time.

**Contact Person:** Debbie Butschlick, Student Activities Coordinator
**Phone:** (262) 335-5238  **Email:** debbie.butschlick@uwc.edu

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

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 & display good sportsmanship.

**Contact Person:** Debbie Butschlick, Athletic Director
**Phone:** (262) 335-5238  **Email:** debbie.butschlick@uwc.edu

**Hours Needed:** Will vary based on schedule (Games are normally 12:10-12:50 pm on Mondays, Tuesdays & Thursdays). Days may vary - depending upon when teams are playing.

Student Ambassadors (4-6 positions)

**Job Description:** Responsible for assisting with campus tours, student panels, continuing student registrations, new student advising and registration sessions, freshman orientation, Campus Previews and middle and high school visits. **Preferred Skills:** Must have completed one semester at UW-WC and be a student in good standing.

**Contact Person:** Sally Cayan, Assistant Dean of Student Services
**Phone:** (262) 335-5210  **Email:** sally.cayan@uwc.edu

**Hours Needed:** Flexible schedule. Some evenings required.
Student Employment

Working at UW-Washington County provides a viable way to concentrate on your studies while earning money to pay for college. It offers 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 accessed via http://my.wisconsin.edu. 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 submitted and approved by your supervisor at the end of each pay period.

The Learning Center (Several positions)

**Desk Worker**

**Job Description**: Primary duties are 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 board, generating reports in MS Access or MS Excel, and light cleaning.

**Academic Requirements**: Good academic standing.

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

**Contact Person**: Michelle Appel, The Learning Center Coordinator

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

**Hours Needed**: Based on student availability and Learning Center needs, (approximately 10 hours per week).

**Tutors**

**Subjects**: Writing, Math, Chemistry, Physics & other academic disciplines as needed

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

**Academic Requirements**: Good academic standing.

**Preferred Skills**: Good oral and written communication skills, reliable, and able to work independently. A desire to assist fellow students.

**Recommendation**: A written recommendation from a UW-WC faculty member is required.

**Contact Person**: Michelle Appel, The Learning Center Coordinator

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

**Hours Needed**: Based on student availability and Learning Center needs, (up to 10 hours per week).

**Note Taker**

**Subjects**: As needed.

**Job Description**: Provide notes to select UW-WC students, as requested by the Learning Center coordinator.

**Academic Requirements**: Good academic standing. Regular class attendance.

**Preferred Skills**: Active listener, ability to recognize important information and take notes selectively during class, translation of ideas to understandable concepts on paper, legible penmanship, reliable, consistent, and organized.

**Recommendation**: A written recommendation from a UW-WC faculty member is required.

**Pay**: $25/course credit at the conclusion of the semester.

**Contact Person**: Michelle Appel, The Learning Center Coordinator

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

**Hours Needed**: Appropriate class time.
Regular Student Employment Opportunities

Astronomy/Physics
Job Description: Set up and put away labs and demonstration equipment. Keep Physics equipment organized. Some repair work; project work; maintenance of equipment; poster preparation and placement and clerical work are required.
Preferred Skills: Physics background and familiarity with tools. Ability and passion to keep things organized.
Contact Person: Dr. Swapnil Tripathi
Phone: (262) 335-5200 Email: swapnil.tripathi@uwc.edu
Hours Needed: 5-10 hours per week. To be arranged.

Biological Sciences
Job Description: Media preparation for BIO 251 (General Survey of Microbiology). Set up labs for all BIO 162 (General Botany), BIO 101 (Concepts of Biology), and BIO 251 (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; file; make copies; collate, fold and staple; stuff and sort envelopes; record reservations and payment for fine arts tickets. Other miscellaneous projects, including database entry, as assigned.
Preferred Skills: Telephone and basic office skills. Typing skills necessary. Knowledge of copy machines helpful; familiarity with Microsoft Word and Excel preferred. 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: jeann.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.

Work Study Employment Opportunities

Astronomy/Physics
Job Description: Set up and put away labs and demonstration equipment. Keep Physics equipment organized. Some repair work; project work; maintenance of equipment; poster preparation and placement and clerical work are required.
Preferred skills: Physics background and familiarity with tools. Ability and passion to keep things organized.
Contact Person: Dr. Swapnil Tripathi
Phone: (262) 335-5200 Email: swapnil.tripathi@uwc.edu
Hours Needed: 5-10 hours per week. To be arranged.

Biological Sciences
Job Description: Media preparation for BIO 251 (General Survey of Microbiology). Set up labs for all BIO 162 (General Botany), BIO 101 (Concepts of Biology), and BIO 251 (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
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Contact Person: Jean Rogers, Business Office
Phone: (262) 335-5215 Email: jeann.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 Requisite:** Full year of CHE 145 and CHE 155, or equivalent, with a grade of B or higher. This requirement may 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:** Robert Sanborn, Geography Department  
**Phone:** (262) 335-5263  
**Email:** robert.sanborn@uwc.edu  
**Hours Needed:** 5-10 hours per week. Flexible.

IT - Computer Lab Assistant

**Job Description:** Monitoring the computer labs; answering how to questions; maintaining printers; light cleaning of monitors and keyboards; designing signs; and other responsibilities as assigned.

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

**Contact Person:** Tammy Becker, IT Manager  
**Phone:** (262) 335-5250, ext. 273  
**Email:** tamara.becker@uwc.edu  
**Hours Needed:** 10 hours per week.

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:** Eric Harding, Associate Academic Librarian  
**Phone:** (262) 335-5248  
**Email:** eric.harding@uwc.edu  
**Hours Needed:** 6-10 hours per week. Flexible between 8:30am-10:00pm, Monday through Friday, and occasional Sunday hours. Will hire 2-3 students.

Maintenance

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

**Contact Person:** Christi Larson, Maintenance Department  
**Phone:** (262) 335-5217  
**Email:** christi.larson@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:** Maria Graciano, Student Services Office  
**Phone:** (262) 335-5207  
**Email:** maria.graciano@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. Also work Friday nights (4) and Sunday afternoons (2) of Fine Arts Series assisting the performance groups, ushering, and running lights.