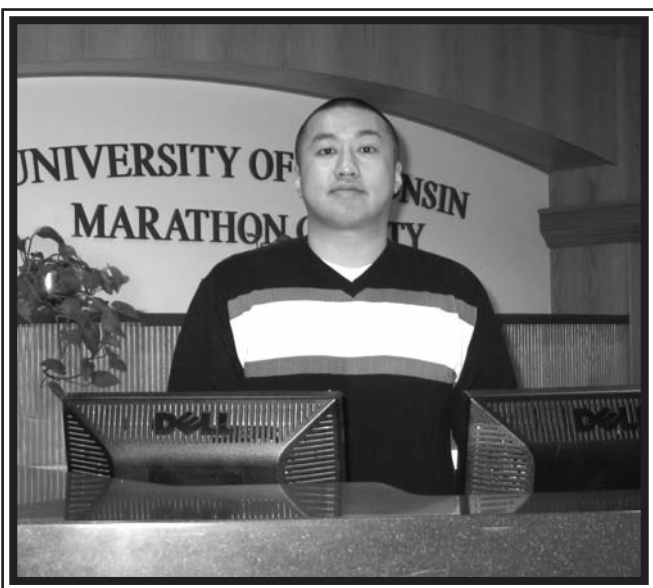




STUDENT
EMPLOYMENT
OPPORTUNITIES ON THE
UWMC CAMPUS 2008-2009



General Information



Why work on campus?

- Work schedules are flexible and take into consideration your class schedule.
- Wages are competitive with off-campus jobs.
- It only takes a few minutes (and no gas) to get to your job.
- Campus positions often fit your career goals.

Do I need to receive federal work/study money (financial aid) to apply?

Many of the departments only employ students who are receiving federal work/study because the federal government pays some of the wages. (The work/study positions are marked with a * and the non-work study positions are marked with a +.) For the work/study positions, you need to file a Free Application for Federal Student Aid (FAFSA) and be accepted before applying.

How do I apply for the campus positions?

Fill out the Student Employee Application on line at

www.uwmc.uwc.edu/student_life/student_employment.asp

and email it directly to the contact that is listed in this handbook for the department that interests you. You can also mail the application directly to the department contact at: (Name of contact), UWMC, 518 South 7th Avenue, Wausau, 54401-5396.

Who do I contact if I have questions?

- For questions about the positions, call or email the contact that is listed in this handbook for the department that interests you.
- For work/study (financial aid) questions, contact Kristin Severson, UWMC Financial Aid Officer, (715) 261-6240 or email kristin.severson@uwmc.edu

What do I do if I am hired?

- Fill out all the employment forms in the packet that you receive from your supervisor and return it to her/him.
- Arrange your work schedule with your supervisor, fill in the timesheet s/he gives you and return the timesheet to your supervisor.

Handbook Code (will be located in front of the department title):

* Work/Study Position + Non-Work/Study Position *+ Both Positions

* Art Department



Job Title: “CUSTODIAL KING/QUEEN OF ART STUDIO”
OFFICE AND ART STUDIO ASSISTANT

Number of Positions: 6

Hours Per Week: 5-10 (flexible)

Duties: Sweep art studio building; pulling, labeling and set-up of slides for art classes; possibly some set-up and dismantling of drawing still-life sets and props; studio maintenance.

Qualifications: Commitment for full academic year preferred; command of the alphabet.

Contact: Tom Fleming, Art Studio 202
Diana Budde, Art Studio 105

Phone and Email: 261-6203 (Tom), tom.fleming@uwc.edu,
261-6300 (Diana), diana.budde@uwc.edu

*+ Athletic Department

Job Title: VARSITY SPORT ASSISTANT,
ATHLETIC SECRETARY,
LIFEGUARD, EVENING FIELD-
HOUSE ATTENDANT,
FITNESS CENTER SUPERVISOR



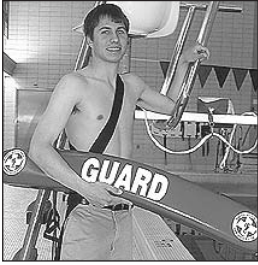
Number of Positions: 10-15

Hours Per Week: Variable, between 7 am - 9 pm

Duties: *Volleyball*—scorekeeper, timer & line judges;
Soccer—manager/statistician and line judges;
Basketball—scorekeeper, timer, clock operator, announcer, ticket sales, computer statistician, video camera operator and general assistant at away games.

Athletic Dept.(cont.)

Athletic Dept. (cont.)



Other - lifeguarding; supervise fitness center; officiate at intramural basketball games; athletic secretary keeps records, maintains bulletin boards, is responsible for computer and other general assistance. Applicants for all positions must be dependable.

Contact: Bart Gray
Fieldhouse 114
Phone and Email: 261-6310, bart.gray@uwc.edu

Contact: Abby Dunham
(for lifeguarding)
Fieldhouse 106
Phone and Email: 261-6311
abby.dunham@uwc.edu



Job Title: INTRAMURAL LEAGUE OFFICIAL
Number of Positions: 4-8
Hours per Week: Variable, 4 to 8 hours/week during leagues
Duties: Officiate intramural games, scorekeeper, clock operator, set up and clean up for football (fall) and basketball (spring) leagues.
Contact: Bart Gray
Fieldhouse 114
Phone and Email: 261-6310
bart.gray@uwc.edu

*Biology

Job Title: LABORATORY
ASSISTANT

Number of Positions: 6-7
(work-study eligible)

Hours Per Week: 8 (times to be
determined to
fit with your
schedule)



Duties: Preparation of biology labs; preparation of stains reagents and media for various laboratory experiments; washing glass ware and maintaining equipment; maintenance of greenhouse and animal room. (You need not be a biology major to apply.)

Contact: Paul Whitaker, Room 285C

Phone and Email: 261-6284, paul.whitaker@uwc.edu

*+ Cafeteria

Job Title: KITCHEN ASSISTANT

Number of Positions: 4-6

Hours Per Week: Variable, between
7 am - 6:30 pm;
and weekends,
11:00 am-6:30 pm




Duties: Various positions, including cooking, dish room, cash register and clean up.
Desire to learn food handling techniques required.


Contact: Jayne Stencil, Room 106

Phone and Email: 261-6216, jayne.stencil@uwc.edu

*Continuing Education

Job Title:	CLERICAL ASSISTANT	
Number of Positions:	1-2	
Hours Per Week:	8-16 (flexible)	
Duties:	Telephone receptionist, photocopying, filing, computer data entry, and other duties as assigned.	
Qualifications:	Keyboard accuracy, ability to make a positive impression when communicating with the general public.	
Contact:	Vickie Richmond Hawkins, Room 085-D	
Phone and Email:	261-6309, vickie.richmondhawkins@uwc.edu	

*Forum

Job Title:	BUSINESS MANAGER	
Number of Positions:	1	
Hours Per Week:	Hours vary considerably, very flexible (except at deadline)	
Duties:	Business: Responsible for ad sales, billing, collections, mailings, and supply maintenance. Applicant must be thorough, prompt and detail oriented.	
Contact:	Mark Parman, Room 321	
Phone and Email:	261-6264, mark.parman@uwc.edu	

*+ Information Resources



<i>Job Title:</i>	STUDENT ASSISTANT
<i>Number of Positions:</i>	12-14
<i>Hours Per Week:</i>	12-14 (approx.)
<i>Duties:</i>	Staff the library, computer lab and/or distance education class rooms between the hours of 7:30 am and 9:00 pm. Assist students and staff with checking out books and reserve materials, using the photocopier and general computer use including logging on, saving files, printing and e-mail. Student assistants will be taught to assist patrons in using the online catalog, online magazines and reference databases. Workers will assist students and faculty with audio-visual equipment and work with compressed video and on-line classes. Each student worker will be given individual responsibilities and special projects.
<i>Qualifications:</i>	Ability to make a positive impression to the public, a willingness to help people, good communication skills including telephone skills. Full training will be provided to students on all equipment and library resources. Punctuality and acceptance of responsibility is a must! The student assistant is a key element in providing resources for others.
<i>Contact:</i>	Justeen Vollrath, Room 311, Library
<i>Phone and Email:</i>	261-6202, justeen.vollrath@uwc.edu

*+ Lecture and Fine Arts

Job Title: LECTURE & FINE ARTS
ASSISTANT

Number of Positions: 1-2

Hours Per Week: 2-10 on an irregular basis
(attendance required
at scheduled L&FA events)

Duties: General assistance with L&FA program
including publicity, box office, filing and
other related duties.

Qualifications: Access to vehicle and valid driver's license;
accuracy with cash handling procedures.

Contact: Jean Greenwood

Phone and Email: 261-6234, jean.greenwood@uwc.edu



* Music

Job Title: ACCOMPANIST

Number of Positions: 1-2

Hours Per Week: 5

Duties: Rehearsal
accompanist for choir meeting Mondays,
Wednesdays and Fridays (12:00 - 1:00 pm);
Rehearsal accompanist for small vocal
ensemble, meeting Tuesdays and Thursdays
(Noon - 1:00 pm).

Qualifications: Proficiency on the piano and experience
as an accompanist.

Contact: Ann Applegate, Room 207

Email: ann.applegate@uwc.edu



* Music (cont.)



Job Title: CHORAL LIBRARIAN
Number of Positions: 1
Hours Per Week: 2
Duties: Filing, distributing and repairing music material.
Contact: Ann Applegate, Room 207
Email: ann.applegate@uwc.edu



Job Title: BAND LIBRARIAN
Number of Positions: 1
Hours Per Week: 2 (extra hours available at the beginning and end of the semester)
Duties: Filing, photocopying and organizing music. Depending on student's schedule, may also include setup and take down of band seating, stands, music, and percussion for each rehearsal and performance. Keep music filed and keep music folders up to date.
Qualifications: Prior experience in band helpful.
Contact: Jeff Erickson, Room 202
Phone and Email: 261-6247, jeffrey.erickson@uwc.edu

+ Student Government Association



Job Title: PRESIDENT, VICE PRESIDENT,
EXECUTIVE DIRECTOR,
SHARED GOVERNANCE
DIRECTOR,
WOMEN'S ISSUES DIRECTOR,
STUDENT LIFE &
COMMUNICATIONS DIRECTOR

Number of Positions: 6 - all elected (April & September)

Hours Per Week: Varies

Duties: Varies with position; all positions paid.

Contact: Matt Greenberg,
Advisor, Room 162

Phone and Email: 261-6236, matt.greenberg@uwc.edu

* Student Services



Job Title: REGISTRATION AND
FINANCIAL AID
ASSISTANT

Number of Positions: 1

Hours Per Week: 8-10

Duties: Process registrations, file academic papers, enter data in student information system, answer phone and prepare mailings.

Qualifications: Computer and office skills necessary. Must be dependable, flexible and able to work with a diverse group of students, staff and faculty. Must abide by strict confidentiality guidelines.

Contact: Pat Blondheim, Room 150

Phone and Email: 261-6239, pat.blondheim@uwc.edu

Student Services *(cont'd)*

Job Title: FRONT DESK
EMPLOYEE

Number of Positions: 3

Hours Per Week: 5-10

Duties: Operate switchboard, make appointments, pull files, give directions, sell tickets, stamps, and make change, schedule tours and give out information.

Qualifications: Friendly, dependable, good communication skills, willingness to help people, good at following directions. Experience on cash register helpful but not required.

Contact: Jackie Turk, Room 150

Phone and Email: 261-6235, jackie.turk@uwc.edu



*+ Student Union

Job Title: COUNTER
ATTENDANT

Number of Positions: 3-4

Hours Per Week: 8-12 (8:00 am to

6:00 pm M-Th, 8:00 am - 2:00 pm F)

Duties: Prepare food at snack counter (frozen sandwiches, pizzas, ice cream, soda, etc.), operate cash register, clean up tables and serving area, and help out with Union activities.

Contact: Kristine McCaslin, Room 190

Phone and Email: 261-6212, kristine.mccaslin@uwc.edu



*+ Theatre



<i>Job Title:</i>	THEATRE ASSISTANT, THEATRE STAFF
<i>Number of Positions:</i>	1-Assistant 10-Staff
<i>Hours Per Week:</i>	<i>Assistant</i> - 4-8 <i>Staff</i> - Not to exceed 10 (flex time depending on performances)
<i>Duties:</i>	<i>Assistant</i> - Miscellaneous responsibilities connected with theatre classes and productions. Includes general office and publicity work. <i>Staff</i> - Load and unload props and equipment from the vehicles of incoming performers; set up lights, sound and audio/visual equipment as specified by Theatre Manager.
<i>Qualifications:</i>	<i>Assistant</i> - Knowledge and interest in theatre. Flexibility and dependability important. <i>Staff</i> - Previous tech theatre experience helpful, but not essential. Theatre staff will provide training.
<i>Contact:</i>	Sarah Rudolph, Room 118
<i>Phone and Email:</i>	261-6290, sarah.rudolph@uwc.edu

* UWMC Foundation



Job Title: ASSISTANT TO THE
EXECUTIVE DIRECTOR

Number of Positions: 1

Hours Per Week: 8-12 (flexible)

Duties: Assist in preparation of documents and reports; coordinate mailings; record contributions; solicit prizes for silent auction at EATS (scholarship fundraiser); update database; provide clerical support.

Qualifications: Excellent computer skills; some database experience and knowledge of database software helpful.

Contact: Sandie Shorey, Room 234

Phone and Email: 261-6280, uwmcfoundation@uw.edu

* University Relations

Job Title: COMPUTER DESIGN
ASSISTANT

Number of Positions: 1

Hours Per Week: 10-12

Duties: Prepare and distribute campus newsletter, posters, programs and other projects as needed.

Qualifications: PC skills necessary, graphic design/layout software program(s) a plus, dependability a must.

Contact: Judi Wittkopf, Director
Room 216

Phone and Email: 261-6296, judi.wittkopf@uw.edu



***+ Wisconsin Institute for Public Policy & Service**



Job Title: WEBSITE ASSISTANT

Number of Positions: 1

Hours Per Week: 4-10 (flexible, depending on projects)

Duties: Maintain WIIPPS website, add information as needed, coordinate blog

Qualifications: PC skills and website experience necessary, dependability a must.

Contact: Jean Greenwood

Phone and Email: 261-6234, jean.greenwood@uwc.edu

