Continuing Education Student Assistant

Position: The Continuing Education Student Assistant reports to the Continuing Education Director. This position provides support to the Continuing Education department and includes a variety of duties as assigned. The Student Assistant's main responsibility is the oversight of all Continuing Education non-credit classes including greeting students and instructor, unlocking classrooms, contacting IT support when needed, providing promotional materials to classes, and completing class evaluations. Evening and weekend hours are required.

Payrate: $8.75/hour

Hours: Weekdays: 3pm – 8pm; Saturdays: 8am – 3pm or as otherwise needed. Please note: this position is available yearlong. Summer 2016 hours are available.

Course Support
1. Prepare signs and rosters for classes
2. Work with director to compile promo materials for first day class distribution
3. Customer service representative for CE office
   a. Answer phones
   b. Check and return messages
   c. Take class registrations
   d. Promote all CE programs via customer contact
4. Brochure racks and bulletin boards are stocked and looking great
5. Unlock all classrooms and greet instructor/students
6. Special projects as assigned

Coordinate/Guide Activities of CE Faculty
1. Ensure instructors have SMART classroom instructions, rosters, handouts, and materials they need for classes.
2. Assist faculty with all special requests – iPad cord, Mac compatibility, etc
3. Assist students to find their classroom
4. Prep for each shift to make sure it runs smoothly
   a. Rosters/handouts ready in rooms
   b. Computers logged on
   c. ACT pre/posttests, textbooks are ordered and ready
   d. Lego kits are charged and sorted, ready for class and software downloaded
   e. Signage is properly placed

Work Site:
University of Wisconsin Waukesha, Continuing Education Office
1500 N. University Drive Waukesha WI 53188 Northview Building Room N062

How to Apply:
Send letter of interest and résumé to: Holly Wehrhahn, Southeast Regional Continuing Education Director
University of Wisconsin Waukesha, Continuing Education Office
1500 N. University Drive Waukesha WI 53188 Northview Building Room N062