



*A Campus of the University of Wisconsin Colleges*

## **Coffee Shop Assistant**

Student Development Office

**Duties:** The position provides front desk coverage in the campus Coffee Shop. Duties are performed under the supervision of the Student Development Program Assistant. Responsible for keeping coffee and supplies stocked, providing supply lists for items needed, daily usage logs, cleaning, handling cash and other duties as needed.

**Additional duties:** Responsible for office tasks which include special projects as assigned by the Student Development Office. Publicity creation may include creating/designing posters, table tents and Weekly Student Activities updates. Administrative duties may include mailings (stuffing folding), creating labels and nametags, excel documents, programs, certificates and social media.

**Qualifications:** Punctual, energetic and outgoing, must be able to work independently and able to handle multiple instructions. Microsoft Word, Power Point, Publisher, Canva and Social Media.

**Hours:** Monday-Thursday; 9am-6pm; Fridays 9am-1pm (2-4 hour shifts per day)

**Pay:** \$8.00 per hour (Work Study Position)

**Apply online at:** [www.waukesha.uwc.edu/studentjobs](http://www.waukesha.uwc.edu/studentjobs)

**Any questions? Contact:** Candace Decker, Student Development Assistant, at [candace.decker@uwc.edu](mailto:candace.decker@uwc.edu)