

University of Wisconsin- Waukesha  
Diversity and Pre-College Center

**Position:** Office Assistant

**Mission:**

The mission of the Diversity Center is to provide a supportive and welcoming environment for all students. The Diversity Center serves as a resource for students to express themselves and receive academic and social support, guidance and leadership development that supports academic success.

**Duties:**

Assist in managing the Diversity Center office, promoting and assisting with campus events, assist with planning office events, speakers and workshops. Serve as a campus resource for students by promoting academic success and student development. Comfortable promoting and being a diversity ally. Maintain professional office environment.

**Requirements:**

Must be enrolled at UW-Waukesha and be in good academic standing. Must be dependable, have good study habits and possess good communication skills. Ability to promote diversity Seeking organized, passionate, energetic and creative individuals

**Days/Hours:**

Monday - Friday 8:00am - 4:30pm Flexible

\$8.00 an hour, work study candidates preferred

We recognize the need to create educational experiences, both in and out of the classroom. Every day on our campus and within the community we have a unique opportunity to interact and learn from other people of diverse backgrounds and lifestyles. Come join us and share your knowledge.

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

**For more information contact James Boling at 262-521-5502 or [james.boling@uwc.edu](mailto:james.boling@uwc.edu)**