



Club Office Assistant

Student Development Office

Duties: The position provides front desk coverage for the Student Club Office. Work will be performed in the Club Office. Duties are performed under the supervision of the Student Development Program Assistant. Responsible for office tasks which include cleaning and organizing club office, maintaining supplies, creating and maintaining the table tents for events, updating the Club Bulletin Board, updating events on the red boards and black boards and special projects as assigned by the Student Development Office.

Qualifications: Energetic and outgoing, must be able to work independently and able to handle multiple instructions, must be able to use Microsoft Word, Power Point and Publisher.

Position Scope: Position is available for Fall 2017. Student must be available Monday-Friday from 11:00am-1:00pm for a total of 10 hours per week. \$8.00 per hour. Work Study Position.

Apply online at: www.waukesha.uwc.edu/studentjobs

Any questions? Contact: Candace Decker, Student Development Assistant, at candace.decker@uwc.edu