



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, daily usage logs, handling cash and other duties as needed.

Qualifications: Punctual, energetic and outgoing, must be able to work independently and able to handle multiple instructions.

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

Pay: \$8.00 per hour

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)