



Student Development Assistant

Student Development Office

Duties: The position provides assistance in event coordination, publicity creation and clerical duties. Work may be performed in the Club Office or elsewhere around campus. Duties are performed under the supervision of the Student Development Program Assistant. Responsible for office tasks which include copying and special projects as assigned by the Student Development Office. Publicity creation may include creating banners/posters, desk top publishing, and hanging posters for promotion of campus activities.

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

Position Scope: Positions are available for Fall 2017. 10-15 hours per week. \$8.50. Work Study Position. per hour.

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

Questions? Contact Candace Decker, Student Development Assistant, at candace.decker@uwc.edu