Youth Programming Internship

University of Wisconsin Waukesha Continuing Education Department
GEMS/STEM/Youth Programming UNPAID Intern (can receive college credit)
– Excellent Opportunity for Education Majors!
Approximately 10 hours per week
Schedule is flexible Monday through Friday 9am-5pm

Duties & Responsibilities of Position:
The person in this position is responsible for working with office team members to develop and implement youth programming for the STEM day, the GEMS conference (May 23, 2015), and summer youth options (summer 2015). Responsibilities include securing donations and volunteers, registration, and other duties as assigned.

Required Qualifications:
- Working knowledge of Microsoft Office applications
- Ability to pay close attention to detail
- Time management skills
- Ability to work with minimal supervision
- Strong problem-solving skills
- Strong interpersonal skills
- Must be able to work all-day (7am-5pm) on Saturday, March 15, and Saturday, May 3

Preferred Qualifications:
- Working knowledge of InDesign and Photoshop
- Experience creating marketing pieces
- Experience planning events and/or programming

Work Site:
University of Wisconsin Waukesha, Continuing Education Office
1500 N. University Drive Waukesha WI 53188 Northview Building Room N062

How to Apply:
Send letter of interest and résumé to: Holly Wehrhahn, Interim Director
University of Wisconsin Waukesha, Continuing Education Office
1500 N. University Drive Waukesha WI 53188 Northview Building Room N062
PH: 262-521-5460 Fax: 262-521-5515
Email: holly.wehrhahn@uwc.edu