

2016-17 EMPLOYMENT OPPORTUNITIES

Eligibility for Student Employment

Most student employment is available through the Federal Work-Study program. In order to be eligible for this program, you must have completed a Federal Financial Aid Application (FAFSA) and received an award letter that indicates an amount for work-study. You need to accept the work-study portion of your award and return the award letter to Student Services.

Hours Worked Per Week

Generally, students work 1-8 hours per week. The number of hours will vary according to the department needs and the hours the student is available.

Hourly Wage

First year students will be paid \$7.50 per hour.

Students who continue to work *in the same position* after the first year will be paid \$7.75 per hour.

Employment Application Review

Positions fill up quickly as the fall semester approaches. Apply early for the best chance at the position you desire.

How to Apply for Student Employment

1. Complete the "Student Employment Application Form" provided or download the application at <http://www.richland.uwc.edu/admissions/paying/student-employment> Email the completed application to eric.hoffman@uwc.edu or mail it to the following address:
UW-Richland Business Services
1200 HWY 14 West
Richland Center, WI 53581
3. Contact the department(s) by email to set up an interview(s) for any position for which you want to apply. You can apply for and be hired for more than one position if the hours are less than six per week, if you have sufficient work study awarded. (*Interviews may be conducted by phone at the discretion of the department contact.*)
4. After the interview, if the position is offered to you and you accept it, the department then notifies Business Services that the position has been filled.
5. Attend the student payroll meeting to fill out payroll paperwork and learn about time reporting procedures.

WORKSTUDY POSITIONS

ART

Supervisor: Gregory Johnson gregory.n.johnson@uwc.edu
Positions: 1 Hours per week: 2 (\$496/year)
Duties: Clerical duties, maintain art room, and assist with student art displays.
Special Skills: Art or art history background preferred, but not necessary.

ATHLETICS / INTRAMURAL

Supervisor: Tracy Krueger tracy.krueger@uwc.edu
Positions: 1 Hours per week: 5 (\$1240/year)
Duties: Supervise open gym hours, work game table, work concessions, ticket sales events, do laundry, set up for intramural and officiate intramurals, office work, statistics, and other duties assigned. Must be available on Monday, Wednesday, and Friday nights from 5:00-9:00 pm. Must also be available on Saturdays. UW-R varsity basketball athletes are not eligible because we need workers for games.
Special Skills: Background in athletic participation, coaching, or assistance in high school or jr. high.

BIOLOGY 1

Supervisor: Mathew Vankoughnett mathew.vankoughnett@uwc.edu
Positions: 1 Hours per week: 4 (\$995/year)
Duties: Cleaning lab equipment, caring for animals, photocopying, and setting up labs.
Special Skills: Some computer experience preferred.

BIOLOGY 2

Supervisor: Mathew Vankoughnett mathew.vankoughnett@uwc.edu
Positions: 1 Hours per week: 4 (\$995/year)
Duties: Cleaning lab, watering plants, washing dishware, internet searching, filing, errands, copying, making media and reagents for labs, and setting up labs.
Special Skills: Computer knowledge, biology and allied health major, responsible, and dependable.

CHEMISTRY

Supervisor: Brandon Fetterly brandon.fetterly@uwc.edu
Positions: 1 Hours per week: 4 (\$995/year)
Duties: Lab setup, preparation of solutions, clean-up, and monitoring. Must be available for CHEM 125 & 145 Lab.
Special Skills: Computer skills. Prefer student enrolled in general chemistry classes. Must have already had Chemistry 145 with a B grade or better. Needs to be available Fridays as much as possible.

COM ARTS

Supervisor: Zoie Eva Lutz zoie.eva.lutz@uwc.edu
Positions: 1 Hours per week: 2 (\$496/year)
Duties: Typing, basic computer skills, filing, copying, organization, ad sales, ad design, and box office.
Special Skills: Responsible students willing to work regular hours, skills on computer (word, excel, photoshop, etc.) Helpful if available the weekend of the play.

ENGLISH

Supervisor: Marnie Dresser marnie.dresser@uwc.edu
Positions: 1 Hours per week: 2 (\$496)
Duties: Data entry, filing, typing, shredding, some digital media work.
Special Skills: Word processing and general clerical skills.

GEOLOGY/GEOGRAPHY

Supervisor: Norlene Emerson norlene.emerson@uwc.edu
Positions: 1 Hours per week: 2 (\$496/year)
Duties: Lab preparation, grading papers, and research assistant.

HEALTH AND EXERCISE SCIENCE

Supervisor: Gail Hoffman gail.hoffman@uwc.edu
Positions: 1 Hours per week: 2 (\$496/year)
Duties: Computer entry, clerical, and other duties as assigned.

HISTORY

Supervisor: Aharon Zorea aharon.zorea@uwc.edu
Positions: 1 Hours per week: 2 (\$496/year)
Duties: Computer entry, clerical, and minor research.

INTERNATIONAL PROGRAMS

Supervisor: Aaron Mayo aaron.mayo@uwc.edu
Positions: 1 Hours per week: 3 (\$745/year)
Duties: Clerical work and other duties in the international programs office.
Special Skills: Dependable, flexible, and computer skills needed.

LIBRARY

Supervisor: Todd Roll todd.roll@uwc.edu
Positions: 6 Hours per week (per position): 5 (\$1240/year EACH)
Duties: Shelf books, staff circulation desk, assist patrons with computer databases and basic inquiries, process new materials, conduct inventory, and shelf reading of books.
Special Skills: Experience with computers and customer service helpful.

MAINTENANCE

Supervisor: John Carter john.carter@uwc.edu
Positions: 3 Hours per week (per position): 5 (\$1240/year EACH)
Duties: Cleaning, yard work, security, snow shoveling, painting, and other duties as assigned.

MAINTENANCE / GYM SET-UP

Supervisor: John Carter john.carter@uwc.edu
Positions: 1 Hours per week: 4 (\$496/year)
Duties: Gym set-up and tear-down for HES class and additional maintenance work as needed. *Spring semester only*, must be available MW – 8-9am and 10:30-11:30am.

MATH

Supervisor: Stephanie Kernik stephanie.kernik@uwc.edu
Position: 1 Hours per week: 2 (\$496)
Duties: Grading and assisting other activities.
Special Skills: Basic computer skills. Prefer a student who had Math 110 (or higher) with a B grade or better.

MUSIC

Supervisor: Toby Shucha tobin.shucha@uwc.edu
Positions: 1 Hours per week: 2 (\$496)
Duties: Clerical, filing, grading, copying, set-up and tear-down for rehearsals, and other clerical duties.
Special Skills: Music background, helpful and responsible member of either band or choir.

PSYCHOLOGY

Supervisor: Dennis Carpenter dennis.carpenter@uwc.edu
Position: 1 Hours per week: 2 (\$496)
Duties: Research and office assistant with special focus on data management/entry.
Special Skills: Honesty, confidentiality, and detail oriented. Prefer student majoring in psychology or education.

STUDENT AFFAIRS

Supervisor: Greg Zimmerman greg.zimmerman@uwc.edu
Positions: 3 Hours per week (per position): 5 (\$1240/year EACH)
Duties: Photocopying, filing, typing, organize student information shelves, process mailings, and office coverage.
Special Skills: Confidential, reliable, accurate, answer telephone, computer skills and general clerical duties.

SYMONS RECREATION COMPLEX

Community Workstudy

(BACKGROUND CHECK REQUIRED)

Supervisor: Denise Hanold denise@symonsrec.com
Positions: 4 Hours per week: 4 - 5 (\$992 - \$1240/year each)
Duties: Day Care Assistant

REGULAR EMPLOYMENT POSITIONS

ATHLETICS / INTRAMURAL

Supervisor: Tracy Krueger tracy.krueger@uwc.edu
Positions: 2 Hours per week: 5 (\$1240/year EACH)
Duties: Supervise open gym hours, work game table, work concessions, ticket sales events, do laundry, set up for intramural and officiate intramurals, office work, statistics, and other duties assigned. Must be available on Monday, Wednesday, and Friday nights from 5:00-9:00 pm. Must also be available on Saturday's. UW-R varsity basketball athletes are not eligible because we need workers for games.
Special Skills: Background in athletic participation, coaching, or assistance in high school or jr. high.

COM ARTS / THEATRE

Supervisor: Zoie Lutz zoie.eva.lutz@uwc.edu
Positions: 1 Hours per week: 8 (varies) (\$1985/year)
Duties: Carpentry, painting, hang and focus lights, and storage reorganization.
Special Skills: Needs to be available before and the weekend of the play.
Carpentry skills, knowledge of technical theater, and able to work weekends. Main work is first ten weeks of semester. Tech weekend and strike of play required.

DEVELOPMENTAL SKILLS

Supervisor: Jordan Hill jordan.hill@uwc.edu
3 Math tutors, and 3 English tutors Hours per week (per position): 6 (\$1490/year EACH)
Duties: Tutoring Math or English
Special Skills: Math 110 with an A- or higher or Exemption from Math 110 and reference from Math Professor.
English 102 with an A- or higher or approved Exemption from Eng 102 and reference from English Professor.

STUDENT ACTIVITIES/HIGH SCHOOL RELATIONS

Supervisor: Karen Stoltz karen.stoltz@uwc.edu
Positions: 2 Hours per week: 2 (\$496/year EACH)
Duties: Assist and support student activities, database entry, clerical, and cleaning.
Special Skills: Dependable, reliable, responsible, and computer skills needed.