2015-16 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 derek.kalish@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 intramurals 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.
<table>
<thead>
<tr>
<th>Department</th>
<th>Supervisor</th>
<th>Email</th>
<th>Positions</th>
<th>Hours per week</th>
<th>Duties</th>
<th>Special Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGY 1</td>
<td>Jennifer Gavinski</td>
<td><a href="mailto:jennifer.gavinski@uwc.edu">jennifer.gavinski@uwc.edu</a></td>
<td>1</td>
<td>4 ($995/year)</td>
<td>Cleaning lab equipment, caring for animals, photocopying, and setting up labs.</td>
<td>Some computer experience preferred.</td>
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<tr>
<td>BIOLOGY 2</td>
<td>Mathew Vankoughnett</td>
<td><a href="mailto:mathew.vankoughnett@uwc.edu">mathew.vankoughnett@uwc.edu</a></td>
<td>1</td>
<td>4 ($995/year)</td>
<td>Cleaning lab, watering plants, washing dishware, internet searching, filing, errands, copying, making media and reagents for labs, and setting up labs.</td>
<td>Computer knowledge, biology and allied health major, responsible, and dependable.</td>
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<td>BUSINESS SERVICES</td>
<td>Katie Burnley</td>
<td><a href="mailto:katie.burnley@uwc.edu">katie.burnley@uwc.edu</a></td>
<td>1</td>
<td>5 ($1240/year)</td>
<td>Typing, filing, copying, receptionist duties, and general office skills.</td>
<td>Computer skills are a priority-Excel and Word, typing, numbers. Must be responsible and dependable. This position may assist with Continuing Education tasks as requested.</td>
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<tr>
<td>CHEMISTRY</td>
<td>Brandon Fetterly</td>
<td><a href="mailto:brandon.fetterly@uwc.edu">brandon.fetterly@uwc.edu</a></td>
<td>1</td>
<td>4 ($995/year)</td>
<td>Lab setup, preparation of solutions, clean-up, and monitoring. Must be available for CHEM 125 &amp; 145 Lab.</td>
<td>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.</td>
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<td>COM ARTS</td>
<td>Zoie Eva Lutz</td>
<td><a href="mailto:zoie.eva.lutz@uwc.edu">zoie.eva.lutz@uwc.edu</a></td>
<td>1</td>
<td>2 ($496)</td>
<td>Typing, basic computer skills, filing, copying, organization, ad sales, ad design, and box office.</td>
<td>Responsible students willing to work regular hours, skills on computer (word, excel, photoshop, etc.) Helpful if available the weekend of the play.</td>
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<td>ENGLISH</td>
<td>Marnie Dresser</td>
<td><a href="mailto:marnie.dresser@uwc.edu">marnie.dresser@uwc.edu</a></td>
<td>1</td>
<td>2 ($496)</td>
<td>Data entry, filing, typing, shredding, some digital media work.</td>
<td>Word processing and general clerical skills.</td>
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<td>GEOLOGY/GEOGRAPHY</td>
<td>Norlene Emerson</td>
<td><a href="mailto:norlene.emerson@uwc.edu">norlene.emerson@uwc.edu</a></td>
<td>1</td>
<td>2 ($496/year)</td>
<td>Lab preparation, grading papers, and research assistant.</td>
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<td>HEALTH AND EXERCISE SCIENCE</td>
<td>Gail Hoffman</td>
<td><a href="mailto:gail.hoffman@uwc.edu">gail.hoffman@uwc.edu</a></td>
<td>1</td>
<td>2 ($496/year)</td>
<td>Computer entry, clerical, and other duties as assigned.</td>
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<td>HISTORY</td>
<td>Aharon Zorea</td>
<td><a href="mailto:aharon.zorea@uwc.edu">aharon.zorea@uwc.edu</a></td>
<td>1</td>
<td>2 ($496/year)</td>
<td>Computer entry, clerical, and minor research.</td>
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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: Tom Waalkens  
tom.waalkens@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: Tom Waalkens  
tom.waalkens@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 1
Supervisor: Roman Zrotowski  
derek.kalish@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.

MATH 2
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: Kari Bartels  
kari.bartels@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
Supervisor: Denise Hanold  
denise@symonsrec.com
Positions: 4
Hours per week: 4 - 5 ($992 - $1240/year each)
Duties: Day Care Assistant  

Community Workstudy  
(BACKGROUND CHECK REQUIRED)
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: Annette Hackbarth-Onson  
annette.hackbarth-on@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.