2013-2014 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 Send the completed application to the following address:
   UW-Richland Business Services
   1200 HWY 14 West
   Richland Center, WI 53581
2. 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.)
3. 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.
4. Attend the student payroll meeting to fill out payroll paperwork and learn about time reporting procedures.

WORKSTUDY POSITIONS

ART
Supervisor: Steven Duval    steven.duval@uwc.edu
Positions: 1   Hours per week: 2 ($496)
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)
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**
Supervisor: Jennifer Gavinski  
Jennifer.gavinski@uwc.edu
Positions: 1  
Hours per week: 4 ($995)
Duties: Cleaning lab equipment, caring for animals, photocopying, and setting up labs.
Special Skills: Some computer experience preferred.

**BIOLOGY**
Supervisor: Jennifer Gavinski  
Jennifer.gavinski@uwc.edu
Positions: 1  
Hours per week: 4 ($995)
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.

**BUSINESS SERVICES**
Supervisor: Derek Kalish  
derek.kalish@uwc.edu
Positions: 1  
Hours per week: 4 ($995)
Duties: Typing, filing, copying, receptionist duties, and general office skills.
Special Skills: Computer skills are a priority-Excel and Word, typing, numbers. Must be responsible and dependable.

**CAMPUS SERVICES**
Supervisor: Joanna Muller  
joanna.muller@uwc.edu
Positions: 1  
Hours per week: 4 ($995)
Duties: Process incoming and outgoing mail, create and modify word documents, modify excel spreadsheets. Fax, copy machine. Answer phone and assist with ordering.
Special Skills: Positive attitude and ability to multitask.

**CHEMISTRY**
Supervisor: Brandon Fetterly  
brandon.fetterly@uwc.edu
Positions: 1  
Hours per week: 4 ($995)
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)
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.

**CONTINUING EDUCATION**
Supervisor: Jessica Laeseke  
jessica.laeseke@uwc.edu
Positions: 1  
Hours per week: 4 ($995)
Duties: Copying, mailing bulk mail, answering telephone, helping setup rooms for programs, and other office duties as assigned. Evening hours required.
Special Skills: Computer skills, Word proficient, detailed oriented, and dependable.

**GEOLOGY/GEOGRAPHY**
Supervisor: Norlene Emerson  
norlene.emerson@uwc.edu
Positions: 1  
Hours per week: 2 ($496)
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)  
**Duties:** Computer entry, clerical, and other duties as assigned.

### HISTORY

Supervisor: Aharon Zorea  
aharon.zorea@uwc.edu  

**Positions:** 1  
**Hours per week:** 2  ($496)  
**Duties:** Computer entry, clerical, and minor research.

### INTERNATIONAL PROGRAMS

Supervisor: Emery Sanchez  
emery.sanchez@uwc.edu  

**Positions:** 1  
**Hours per week:** 3  ($745)  
**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:** 4  
**Hours per week (per position):** 5  ($1240)  
**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: TBA  
dundee.mcnair@uwc.edu  

**Positions:** 3  
**Hours per week (per position):** 5  ($1240)  
**Duties:** Cleaning, yard work, security, snow shoveling, painting, and other duties as assigned.

### MAINTENANCE / GYM SET-UP

Supervisor: TBA  
dundee.mcnair@uwc.edu  

**Positions:** 1  
**Hours per week:** 4  ($995)  
**Duties:** Gym set-up for class and additional maintenance work.  
*Spring semester only, must be available M/W/F: 8-9 a.m. & 2-2:45 p.m.*

### MATH

Supervisor: John Cleveland  
john.cleveland@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: James Aagaard  
james.aagaard@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 as assigned.  
**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.
SOCIOLOGY
Supervisor: Daniel Flaen daniel.flaen@uwc.edu
1 Hours per week: 2 ($496)
Duties: Copying, computer work, looking up references on databases and material on the Internet.
Special Skills: Computer experience required. Knowledge of Word, Eudora, Power Point, Microsoft program and the Internet preferred – or willingness to learn.

STUDENT SERVICES
Supervisor: Kari Bartels kari.bartels@uwc.edu
Positions: 2 Hours per week (per position): 5 ($1240)
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
Supervisor: Denise Hanold denise@symonsrec.com
Positions: 4 Hours per week: 4 - 5 ($992 - $1240) (BACKGROUND CHECK REQUIRED)
Duties: Day Care Assistant

UNIVERSITY RELATIONS / PUBLIC INFORMATION
Supervisor: Dorothy Thompson dorothy.thompson@uwc.edu
Positions: 1 Hours per week: 3 ($745)
Duties: Must be dependable and prompt, able or willing to learn to use a copy machine.
Special Skills: Write, proofread, compose, take digital photos, operate a video camera, conduct interviews, research information, proficiency with MS Word, experience with electronic clip art and work art, web page making, and use of scanner. Ability and interest in taking and editing video is desirable.

REGULAR EMPLOYMENT POSITIONS

ATHLETICS / INTRAMURAL
Supervisor: Tracy Krueger tracy.krueger@uwc.edu
Positions: 2 Hours per week: 5 ($1240)
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: Andrew Sharp andrew.sharp@uwc.edu
Positions: 1 Hours per week: 8 ($1985)
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: Emery Sanchez  
3 Math tutors, and 3 English tutors  Hours per week (per position): 6 ($1490)
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.

ENGLISH
Supervisor: Marnie Dresser  
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.

STUDENT ACTIVITIES/HIGH SCHOOL RELATIONS
Supervisor: TBA
Positions: 2  Hours per week: 2 ($496)
Duties: Assist and support student activities, database entry, clerical, and cleaning.
Special Skills: Dependable, reliable, responsible, and computer skills needed.

TEXTBOOK RENTAL
Supervisor: Todd Roll and Pat Brooks  
Positions: 3  13 hours per semester, per position.
Duties: Repair textbooks, staff circulation desk, shelve books, assist patrons with computer and basic inquiries, process new materials, conduct inventory, other duties as assigned.
Special Skills: Dependable, conscientious, personable, and flexible. Experience with computers and customer service helpful. NOTE – These positions are filled exclusively by library work study students for additional hours at the beginning and end of the semester.