



History Student Assistant Position Description

<u>Position Title:</u>	History Student Assistant
<u>Purpose of Position:</u>	To provide administrative support to faculty/academic staff and assistance to the History Department Academic Department Associate
<u>Office Hours:</u>	Negotiable based on student's course schedule (Approx. 6 – 7 hours per week)
<u>Responsibilities:</u>	Support faculty/staff with Canvas web development for courses. Digitize documents, make photocopies, run campus errands to distribute items, create MS office documents (esp. Word and Excel), other special projects or duties as assigned.
<u>Competencies Expected:</u>	Communications: Ability to follow oral/written instructions Utilize effective communication skills Critical/Creative Thinking and Problem Solving: Receive general instructions and complete projects independently Be proactive in solving problems or in asking questions Computer: Knowledge of Microsoft Word, Excel, PowerPoint; Internet, D2L Self-Directed Learning: Have ability to recognize, initiate, and complete various assignments Willingness and initiative to learn new tasks
<u>Personal/ Social Development:</u>	Pay attention to detail Exhibit positive attitude Be reliable Possess strong work ethic Exhibit professionalism and courtesy
<u>Multicultural:</u>	Have ability to work with diverse on and off campus populations
<u>Job Qualifications:</u>	Familiar with general computer fundamentals and internet applications Good oral and written communication skills Positive customer service skills

DEPARTMENT OF HISTORY

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Length of Employment: Fall 2019 Semester: September 3 -December 20, 2019 (possibly Spring 2020 semester, also)

Student Employment Supervisor: Ayn Hess, Academic Department Associate, History Department

Wage Rate: Depends on qualifications