

UC Student Administrative Assistant

Department: James R. Connor University Center

Reports To: University Center Assistant Director

Hours per week: Approximately 10-25 – M-F

Starting Wage: \$9.25 per hour

High Impact Practice – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

Position Summary

The UC Student Administrative Assistant is responsible for assisting and serving as a support member to the UC Administration office and other University Center (UC) departments as well as tasks assigned by the Assistant Director. These tasks may include, but are not limited to, running errands, making phone calls, organizing files, assisting UC HR Assistants with interviews/meetings, creating documents, helping to plan/implement events, assisting with building-wide projects, etc. This is a Fall/Spring semester position, but also includes the opportunity to work over summer and class breaks.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Assists the Assistant Director and/or the UC Administrative Assistant with creating agendas, meeting notes, and other duties as assigned
- Organizes and files various documents assigned by the Assistant Director to ensure accuracy and consistency among files
- Writes professional e-mails to faculty, staff, and students, as well as local community members and businesses
- Makes professional phone calls to intercampus departments and community businesses on behalf of the UC
- Researches businesses for feasibility purposes/ideas for events and presentations
- Assists with the UC staff and Student Employee Apparel process.
- Demonstrates good time management by arriving to work, programs, and meetings on time

Personal and Social Responsibility

- Communicates and delivers information/items to departments within the UC, on campus, and in the community through numerous communication channels
- Organizes and maintains various storage/supply areas associated with the UC Administration office to ensure a clean and efficient environment
- Responsible for maintaining office supplies and organization in the UC Administration office
- Lives the UC brand image through the 6 Keys of Exceptional Customer Service
 - *Smile and Greet, Appearance, Competence/Knowledge, Communicate, Go the Extra Mile, Say “Thank You” and “You’re Welcome”*

Integrative & Applied Learning

- Creates professional PowerPoints that may be used for various events/presentations on behalf of the UC
- Assists with the interviewing processes of professional staff and student positions
- Evaluates, updates, and implements current office procedures

Knowledge of Human Cultures and the Physical and Natural World

- Assists the UC HR Assistants with coordinating and planning events consisting of, but not limited to, Summer on the Mall, volunteer activities, UC Student Orientation, and the End of Semester Reception for the University Center students and staff
- Assists Roberta's Art Gallery Staff with gallery exhibits, receptions, and workshops
- Assists the UC Graphics and Marketing department staff by hanging posters around campus to promote UC events
- Works collaboratively with UC departments

Required Skills and Abilities

- Must be adaptable, responsible, trustworthy, willing to learn, a good note taker, and proficient in Microsoft Office Suite
- Must have the ability to balance responsibilities, a positive attitude, excellent listening skills, proficient writing and leadership skills
- Must be able to work in various work settings: independently, and a team member

Minimum Qualifications

- Must be a registered UW-Whitewater student and enrolled at least half time
- All majors accepted, however, Business major are preferred
- Must have a valid driver's license
- Must maintain an overall GPA of 2.0

Both Work Study and Regular Pay candidates will be considered.

UW-Whitewater is an equal opportunity/ affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students to apply.

Contact Information

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