

UC Entertainment Assistant

Department: James R. Connor University Center – Facilities & Reservation Office

Reports To: UC Programming Coordinator

Hours per week: Approximately 15 hours – including nights and weekends

Starting Wage: \$8.25 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 University Center student employees that serve on the UC Entertainment team are responsible for the implementation of programs/events, initiatives, and polices of UW-Whitewater and the University Center. They serve as liaisons to the campus and the community as well as a student sounding board for University Center initiatives and programs. In collaboration with University Center staff, students help to develop and implement progressive and relevant social events that are appealing to a diverse student body. These weekly events serve to provide opportunities for students to interact and develop friendships and learn about opportunities for active engagement in the campus community. A successful UC Entertainment team member will demonstrate the ability to work with others and have good verbal communication skills. This team works closely with UC Building Managers, UC Set-up Crew, UC Tech Crew, and UC Reservations. They also work with other UC clients, Career & Leadership Development and other campus programmers.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Assists to develop and implement events to promote social engagement for UW-Whitewater students in the University Center
- Possesses the ability to work on a team
- Must be able to effectively communicate
- Uses critical thinking skills for event implementation and promotions
- Accountable for all keys at the end of events and rooms are returned to standard set up
- Demonstrates good time management by arriving to work, programs, and meetings on time

Personal and Social Responsibility

- Demonstrates good time management skills by implementing backwards programming skills and event timelines
- Provides quality experiences for customers and artists
- Actively manages and creates safe and inclusive environment
- Must be available to work additional shifts due to changes in events or to help with special projects as assigned
- Assists in reporting equipment problems to Assistant Facilities Coordinator and Facilities Coordinator
- Lives the UC brand image through the 6 Keys of Exceptional Customer Service
 - *Smile and Greet, Appearance, Competence/Knowledge, Communication, Go the Extra Mile, Say “Thank You” and “You’re Welcome”*

Integrative & Applied Learning

- Develops relationships within the UC, as well as campus wide
- Creates and implements marketing plans for events
- Maintains event/entertainment budget expenses
- Maintains planning calendar, files and evaluations of each event sponsored
- Evaluates, updates, and implements current office procedures

Knowledge of Human Cultures and the Physical and Natural World

- Works collaboratively with UC departments

Required Skills and Abilities

- Has a basic knowledge of computers
- Has a positive attitude
- Has the ability to work in a team environment
- Has good verbal and written communication skills

Minimum Qualifications

- Must be a registered UW-Whitewater student enrolled at least half time for the full academic year.
- 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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