

UC Human Resource Intern

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 at the UC 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 HR Assistant/Intern provides Human Resources support to the James R. Connor University Center. This position reports to the Assistant Director and works up to 25 hours per week as a paid intern. Sessions available include summer, fall, and spring for up to 5 academic credits.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Assists with proofing, writing, and editing position descriptions for Unclassified and Classified staff, as well as for student positions at the University Center
- Maintains standardized online student applications and refers student applicants to departmental managers
- Refines electronic filing system to ensure that all Unclassified, Classified, USTE staff and Student Employment files are organized and updated with all necessary documents
- Provides assistance to the UC Executive Director and UC Assistant Director in developing and implementing Climate Surveys for the University Center (this includes tallying results and providing recommendations for improvement)
- Provides assistance with implementing the LEAP/Student Employee Survey each spring
- Demonstrates good time management by arriving to work, programs, and meetings on time

Personal and Social Responsibility

- Reviews, develops, edits, and distributes a new Student Employee Handbook for the University Center Student Employee Staff each fall
- Manages pre-boarding and onboarding processes and coordinates onboarding activities including: developing, editing, and distributing a new hire onboarding checklist
- Works with the UC Program Associate for the University Center Administration Office to ensure promotion and completion of the University Integrity Exercise, Sexual Harassment Exercise, and other training modules for all University Center student employees
- Helps select philanthropic causes and works with representatives for the UC Summer on the Mall program
- 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

- Assists designated staff with planning and implementing Search and Screen processes for Unclassified and Classified positions at the James R. Connor University Center
- Tracks professional development plans and actions for University Center staff

- Assists in designing, implementing and monitoring the UC T.R.A.C.K. program to enhance the UC student employee learning experience
- Assists with redesigning and implementing a Student Employee Evaluation program and updates position descriptions which complement the campus LEAP initiatives
- Develops and maintains a comprehensive list of current training materials for University Center employees
- Works with University Center Policies committee on refining and streamlining the student employee hiring process
- Evaluates, updates, and implements current office procedures

Knowledge of Human Cultures and the Physical and Natural World

- Participates in interview processes (preparing interview packets, coordinating phone and face-to-face interviews, reference checks, etc.)
- Works with the UC Assistant Director, UC Promotions Coordinator and UC Program Associate to develop marketing strategies for employee programs
- Coordinates and plans events for the University Center students and staff including, but not limited to, “Summer on the Mall,” volunteer activities, Etiquette Dinners, UC Training, End of the Semester Recognition Receptions, and UC Job Fair
- Works collaboratively with UC departments

Minimum Qualifications

- Must be a registered UW-Whitewater student and enrolled at least half time
- Must be pursuing a degree in Human Resource Management
- Must have a junior or senior level status (with 1-2 HR courses completed)
- Able to work independently along with another UC HR Assistant
- Able to work on a variety of UC teams
- 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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