

UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION
EMPLOYMENT OPPORTUNITY
(Student)

CLASSIFICATION: Student Employment – Student Assistant

LOCATION: UW System Administration
KnowHow2GOWisconsin.org
Office of Communications and External Relations
1738 Van Hise
1220 Linden Drive
Madison, WI 53706

OFFICE DESCRIPTION: KnowHow2GOWisconsin is a national and statewide initiative to provide all students, with a focus on low-income and first-generation students, as well as their parents and other mentors, with information and resources to help them prepare for college.

JOB SUMMARY: Assist staff in performing responsibilities related to the KnowHow2GOWisconsin College Access Network, Ambassador Network, and the statewide public service campaign; provide general office support; other responsibilities as assigned.

WORK SCHEDULE: Approximately 12-15 hours per week beginning now and throughout the academic year. The work schedule is flexible according to your class schedule, but mostly between 9:00 am and 4:30 pm Monday through Friday.

QUALIFICATIONS: A successful candidate will demonstrate the ability to work independently and pay much attention to detail. The candidate will possess strong communication skills, organization and time management skills in addition to being creative, innovative and imaginative.

PAY: \$11.00 per hour, based on qualifications.

APPLICATION: To apply please submit cover letter and resume to Molly Dillman at mdillman@uwsa.edu . If you have questions you may contact Molly at (608)263-2227.

AA/EEO Employer