Name of Non-Profit Organization: WasteCap

Position Title: Retail Business Associate CLIP Internship

Hourly Wage: $11 Average Hours Per Week: 12

Desired Work Schedule: 
(list ideal work days and times of the week for this position)

Availability for working Fridays and Saturdays

Address: 2123 W. Michigan Street, Suite 100, Milwaukee WI

Supervisor Name: Ben Sherwyn

Supervisor Phone Number: 414961-1100

Supervisor Email: warehouse@wastecap.org

Essential Duties and Responsibilities:

Help engage with Milwaukee's community and rich history through architectural salvage, customer service, and warehouse operational support. In addition to assisting with ground-level support of our non-profit retail warehouse, the position may offer opportunities and exposure for those interested in building/woodworking, gardening, DIY, culture and the arts. Duties include: learning history of materials and decorative objects, assisting customers by locating items and answering questions, using cash register, loading vehicles, support email and telephone correspondence, prepare and merchandise new inventory, keep store clean and well-presented, help with opening and closing duties, manage inventory and follow safety procedures.

Required Qualifications:

Knowledge, Skills, and Abilities (check all that apply)

☐ Verbal Communication
☐ Microsoft Office Skills (Word, PowerPoint)
☐ Adobe (Photoshop, Illustrator, InDesign)
☐ Detail Orientation
☐ Initiative
☐ Written Communication
☐ Ability to Work Independently
☐ Ability to Work in a Team

☐ Presentation and Public Speaking Skills
☐ Problem Solving
☐ Flexibility/Adaptability/Creativity
☐ Organizational Skills
☐ Customer Service Skills
☐ Multi-tasking
Provide other required qualifications or information on this position:

This position will require moderate physical activity: frequent walking/standing/lifting/carrying up to 50 pounds; some repetitive motion

Skills/Experiences Gained from this Position:

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

Intercultural Knowledge and Competence

☐ Student employee will be able to articulate insights into their own cultural rules and biases.

Critical and Creative Thinking Skills

☐ Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

Effective Communication Skills

☐ Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

Individual, Social, and Environmental Responsibility

☐ Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position: