Name of Non-Profit Organization: UWM Foundation

Position Title: Student Development Officer

Hourly Wage: $10

Average Hours Per Week:

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

Part-time/seasonal
Shifts run from 5:30 PM to 9:00 PM, Monday-Thursday; 2:00 PM to 5:00 PM

Address: 1440 E North Ave, Milwaukee, WI 53202

Supervisor Name: Anna Meyers

Supervisor Email: meyersam@uwm.edu

Supervisor Phone Number:

Essential Duties and Responsibilities:

Participate in calling, solicit contributions, demonstrate excellent calling behavior, always lead by example, provide information and customer service
Help to keep call center clean and organized
Exhibit enthusiasm in support of the University, and keep up with issues that could potentially affect fundraising

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:

Must be enrolled as a UWM student and speak English
Must be able to work at least three shifts a week, be reliable and comfortable leading students. Must possess excellent phone skills
Able to use computer, keyboard, calculator and telephone
Must be able to squat, stoop to retrieve files, sit for long periods of time and conduct phone conversations

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: