Position Title: Administrative Assistant

Hourly Wage: $10.00  Average Hours Per Week: 10

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

Weekday Flexible

Address: 2211 E Kenwood Blvd
Milwaukee, WI 53211

Supervisor Name: Alan McCalister
Supervisor Phone Number: 414-962-5460

Supervisor Email: amccalister@wi.rr.com

Essential Duties and Responsibilities:

see attached

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
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:
2020 Administrative Assistant Position

University Christian Ministries (UCM) is a campus ministry center located across the street from the UWM Student Union. UCM has a part-time position available for a UWM student. The position has two areas of responsibility:

1) Serving as an administrative assistant to the executive director
2) Coordinating a weekly lunch for students

The full position is for **10 hours/week at $11.00/hour**. It is possible to apply for one or the other at 5 hours/week. Hours are flexible.

The **Administrative Assistant** position involves assisting with the full range of UCM programs. It includes sending out letters, maintaining records, updating the UCM website, promoting UCM programs, and completing additional tasks assigned by the campus minister.

The **Lunch Coordinator** works with local congregations who bring our Wednesday lunches. Responsibilities include scheduling, phone and written communication, and weekly assistance with the meal. Availability on Wednesdays before and during lunch is preferred.

Knowledge of Microsoft Word, Excel, and Access are most helpful. Experience in social media is essential for each position as well. Experience with website maintenance is a plus.

If interested, please **contact UCM at 414-962-5460**, or email us at ucm@uwm.edu To learn more about UCM, you can visit our website at [http://ucm-uwm.org/](http://ucm-uwm.org/)