University Christian Ministries (UCM)

UCM is a campus ministry serving the UWM community. We are located at 2211 E. Kenwood Blvd, across the street from the UWM Student Union. We provide a variety of services and programs for UWM students, and have a UWM student organization. You can learn more about us on our website at https://ucm-uwm.org/

We presently have an opening for an Administrative Assistant and Lunch Coordinator. Please see below for more details:

**Administrative Assistant (up to 10 hours/week) Rate of $14.50/hour**

The position has two areas of responsibility:

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

The **Administrative Assistant** position involves assisting with the full range of UCM programs. It can include such responsibilities as sending out emails and 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 Wednesday lunches for UWM students to enjoy. Responsibilities include scheduling, phone and written communication, and weekly assistance with the meal. Availability on Wednesdays before and during lunch is preferred.

Can to apply for one position or both.