

## 2022 – 23 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. The position is for **10 – 15 hours/week at \$14.50/hour**. There are two areas of responsibility:

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

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 Publisher are most helpful. Experience in social media is essential 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](mailto:ucm@uwm.edu) To learn more about UCM, you can visit our website at <http://ucm-uwm.org/>