



**Position Title:** External Relations Student Assistant  
**Department:** University Relations and Communications  
**Associated Work Unit:** External Relations  
**Building:** Chapman Hall 180  
**Pay Rate:** \$10.00-\$12.00/hour based on experience, Work Study students may receive priority  
**Job Dates:** Year-round, including summer  
**Hours:** 15 - 20 hours per week

**Hours Needed:** Flexible during normal business hours, special event days/times varying (include nights, weekends and breaks). Work will be temporarily virtual and eventually transition to a mix of virtual and in-person hours on the Milwaukee campus.

**Supervisor:** Keri Duce, External Relations Director, 414-229-5188, [klduce@uwm.edu](mailto:klduce@uwm.edu)

**Interview Information:** Those interested should send an email outlining their interest in the position and how it aligns with their goals, along with a resume and the names of three references to Kathryn Amato [amatok@uwm.edu](mailto:amatok@uwm.edu). Applications will be reviewed as they are received.

**Necessary Qualifications:** Must be a UWM student. Experience using Microsoft Office.

**Preferred Qualifications:** Interest in higher education or non-profit organization management, decision analysis, a working understanding of government institutions and legal procedures. Prior communication, event or public relations experience, experience with WordPress or email marketing software, experience with Adobe Premiere Pro or video editing software, or prior work in a professional office setting.

**Position Summary:** The External Relations Student Assistant will support the activities of the External Relations Department ([uwm.edu/externalrelations](http://uwm.edu/externalrelations)).

**Essential Duties:** Well-qualified candidates will possess excellent written and interpersonal communications skills and have the ability to maintain effective working relationships with other campus departments and external constituents. The position requires autonomy, strong organizational skills, analytical reasoning, research and the ability to exercise discretion and maintain confidentiality.

- A. Assist with public records requests, including pre-employment background checks and editing video and audio files
- B. Assist with External Relations initiatives, including Milwaukee Connects, Panther Families Association, Neighborhood and Visitor Relations, and special events
- C. Assist with division-wide reporting and other administrative tasks
- D. Participate in planning and implementation of special events such as Summerfest, State Fair, UNITE, Fall Welcome, Family Weekend and sports marketing agreement activations
- E. Research and write content for newsletters, websites and promotional pieces for all External Relations programs
- F. Provide general office support as needed