

Job Title: Sponsorships and Advertising Intern
Classification of Position: Marketing Specialist
Name/Address of Student's Employer: Neighborhood Housing Office
Student Union WG85
2200 E Kenwood Blvd
Milwaukee, WI 53211

Job Description

The Sponsorships and Advertising Specialist will support the activities of the Neighborhood Housing Office through outreach with property owners and local businesses and ensuring the fulfillment of agreements.

Job Duties:

<u>Primary Duties</u>	<u>Approx. Percent of Time Applied Over One Year</u>
• Develop sponsorship and advertising opportunities to generate funds for Neighborhood Housing Office programs	20%
• Serve as the liaison from the Neighborhood Housing Office to the listing service, local businesses, and rental companies	20%
• Coordinate communication campaigns to build awareness and interest in sponsorship and advertising opportunities	20%
• Collaborate with team members to ensure fulfillment of sponsorship and advertising agreements	15%
• Generate invoice requests and track payments	15%
 <u>Additional Duties</u>	 10%
• Actively participate in one-on-one meetings and team meetings	
• Provide exceptional customer support for students, landlords, etc. via walk-ins, phone calls, and emails	
• Assist Neighborhood Housing and other special events (Summerfest, State Fair, Family Weekend, etc.)	
• Special projects and other duties as assigned	

Qualifications & Education Requirements:

- UWM Student enrolled in a minimum of 3 credits and maintain a 2.5 or higher semester and cumulative GPA
- Must live near UWM's Kenwood campus and have renting experience or complete the Preferred Tenant Program
- Must be able to prioritize this job if holding more than one employment position, school is only exception.
- Utilize Adobe and Office 365 programs (Microsoft Word, Excel, Sharepoint, Onedrive, Onenote, Teams, etc.)
- Ability to multitask, interpret, and utilize a constant, large amount of information in a fast-paced environment.

Preferred Qualifications & Skills:

- Eligible for Federal Work Study.
- Experience with Adobe, fundraising/sales, Qualtrics, and customer service
- Possess excellent written and interpersonal communications skills
- Ability and interest in taking initiative and independently solve problems within the scope role
- Ability to maintain effective working relationships with other campus departments and external constituents
- Strong organizational skills and the ability to exercise discretion and maintain confidentiality
- Ability to interpret and utilize a constant, large amount of information in fast-paced environment
- Be energetic, possess a strong work ethic, be self-motivated, reliable, empathetic, and have a strong desire to help their fellow students, co-workers, and other customers

Compensation & Evaluation:

The starting wage for this position is \$12.00/hour. This is determined with consideration of university guidance and comparable positions across campus. Employees will be evaluated quarterly using mid-semester and end of semester evaluations to promote growth. Employees will be considered for a merit increase for each 12 months completed in the role in accordance with University Relations Student Employment guidelines. For reference, the Student Employee Manual can be found at uwm.edu/hr/student-employees/

Department:	External Relations/Neighborhood Housing
Supervisor Name:	Alyssa Conrardy
Supervisor Phone/Email:	414-229-6999/nho-supervisor@uwm.edu
Student's Length of Employment:	Due to the nature of work required by this role, candidates must be able to commit to 2 semesters of work minimum.