



## **CUSTOMER SERVICE AIDES**

The Customer Service Department at the School of Continuing Education is seeking outgoing, self-motivated, hard-working UWM students with good customer service and organizational skills. Customer Service serves the school's programming areas and handles registration for our classes, answers phone calls, and provides reception desk coverage during the hours of 7:45am to 5:15pm Monday through Friday. . The School of Continuing Education is located in the Plankinton Building at 161 W. Wisconsin Ave., in downtown Milwaukee.

### **Job Description**

- Handle incoming registration for SCE classes
- Answer Phone Calls
- Provide reception desk coverage
- Other Duties as assigned

### **Qualities/Experience**

We are looking for detail oriented people with basic computer skills, excellent communication skills, a willingness to learn, the ability to handle multiple tasks, and the maturity to work in a professional environment. Training will be provided.

You must be a student to apply for this position. We will work around your class schedule. If interested please email your resume, the times you are available to work or class schedule, as well as your preference for number of hours per week to: [lolson@uwm.edu](mailto:lolson@uwm.edu)

### **Pay Rate & Hours**

- Flexible Schedule;
- Daytime hours only: 7:45am – 5:15pm Monday through Friday.
- Minimum \$8.00/hour – This is an entry level position.
- Excellent performance can lead to pay and responsibility advancement.
- Work study is accepted

*If interested, please email resume, cover letter and availability to:*  
Luke Olson • 414-227-3194 • [lolson@uwm.edu](mailto:lolson@uwm.edu)