



School of Continuing Education

DUPLICATING DEPARTMENT STUDENT WORKER

The UWM School of Continuing Education, located in the Plankinton Building at 161 W. Wisconsin Ave. in downtown Milwaukee, is in need of a duplicating student worker. We will train the right person. This fast-paced department serves the school's 16 programming areas by providing duplicating services to help run and promote the School's 1200 annual noncredit, select credit and certificate programs.

Job Description

This position is responsible for operating copy and bindery machines to fulfill orders placed by internal departments. Duties include:

- Folding
- Drilling
- Cutting
- Padding
- Laminating
- Stapling
- Binding

Additional activities such as filing, pricing duplicating orders, handling machinery maintenance issues and delivering duplicating jobs to respective clients are included.

The position may require driving the **UWM Courier van** to deliver "same day" mail and packages between SCE and the main UWM campus, as well as a daily bank run, deliveries/mailings from our mailroom to the U.S. Post Office and occasionally more distant, yet still local courier destinations as needed.

Experience and skills:

- Excellent customer service skills
- Ability to manage multiple tasks simultaneously
- Serve as back-up for Mail Room student worker position
- Valid Wisconsin driver's license with good driving record
- Ability to safely lift up to 50lbs.

Pay Rate & Hours

- 10 – 20 hours Commitment requested; Flexible Schedule;
- Daytime hours only
- Minimum \$8.00/hour
- Work study is accepted

If interested, please email resume and cover letter to:

Fran Balistreri
414-227-3305 or franb@uwm.edu