Osher Lifelong Learning Institute
Student Office Assistant for Membership Support

The Osher Lifelong Learning Institute (Osher) at the School of Continuing Education is seeking an outgoing, self-motivated, hard-working UWM student with excellent communication, customer service and organizational skills. This fast-paced department offers a rich curriculum to older adult continuing education students in such areas as humanities, writing, history and cultural tours. The School of Continuing Education is located in the Plankinton Building at 161 W. Wisconsin Ave., in downtown Milwaukee.

Job Description
The primary responsibility of this individual is to provide administrative/clerical support to the Osher program staff by processing new membership applications and disseminating other information to Osher members. Specific tasks include:

- Assemble and mail new and renewing membership packets
- Create and distribute Osher membership cards
- Follow up with members who have not renewed their membership
- Answer member and potential members email and phone inquiries
- Maintain potential member inquiry database
- Organize and assemble department bulk mailings
- Assist with new and potential member orientation events
- Assist with Osher special events (winter holiday party, spring potluck, annual luncheon)
- Maintain Osher online calendar of activities

Qualities/Experience
- Excellent customer service skills
- Excellent written and verbal communication skills
- Demonstrated organizational ability and time management skills
- Willingness to learn and perform a wide and changing variety of tasks
- Working knowledge of Microsoft Suite: Word, Access, Excel
- Detail oriented; Accuracy and resourcefulness (problem solve) are essential
- Motivation and ability to work within a cooperative, self-directed, fast-paced workgroup
- Maturity; ability to work in a professional environment
- Previous office or similar experience preferred
- Work Study preferred, but not required

Pay Rate & Hours
- Minimum 10 – 20 hours commitment requested
- Flexible Schedule
- Minimum $8.25/hour (excellent performance provides opportunity for advancement)

If interested, please email 1) resume 2) cover letter that addresses specifically why you are interested and qualified for this position, and 3) hours of availability to:

kcb@uwm.edu