Program Support Aide

The Center for Early Childhood Professional Development & Leadership at the School of Continuing Education is seeking outgoing, self-motivated, hard-working UWM students with good customer service and organizational skills. This Center serves professionals in the early care and education field who are interested in enrolling in our credit-based courses as Off-Campus students and/or registering for our non-credit trainings and workshops.

The School of Continuing Education is located in the Plankinton Building at 161 W. Wisconsin Ave., in downtown Milwaukee.

Job Description

Handle and process incoming Off-Campus applications and SCE registrations for classes and workshops.

Provide quality customer service for students/participants, external organizations and internal departments.

Provide phone coverage and manage incoming calls.

Type, edit and file documents and compile mailings.

Operate business equipment including copy, scan and fax machines.

Assist in the production of course materials.

Assist with opening and/or closing programs. Tabulate evaluations.

Utilize Microsoft Office and other software to input data and maintain records.

Update SCE programs on our website and use the internet for research projects.

Assist with special projects as requested by Program Associates, Program Directors, or a variety of other SCE departments/employees.

Qualities / Experience

We are looking for detail oriented people with solid 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, and we will work around your class schedule.

Pay Rate & Hours

Flexible shifts available immediately, with a minimum availability of 3 days/12 hours per week.

Daytime hours, typically between 8:00am and 5:00pm Monday through Friday.

Minimum pay is $8.00/hour. This is an entry level position. Work study is accepted. Excellent performance can lead to pay and responsibility advancement.

If interested, please email resume, cover letter and availability to: Shari Vinluan, svinluan@uwm.edu