We've offered the Raleigh community space-saving solutions for the past 10 years. We recommend Northwind Traders to anyone who will listen to us. They helped us reclaim over 700 square feet of our house!" - Annie D. Balitmore

“Being able to be a work study on campus allowed me to earn some extra money for school and helped me to be academically successful as well. Working on campus just made my life so much easier” - Chad Simpson

Contact Us
Cathy Buchner
705 Viebahn Street
Manitowoc, WI 54220

(920) 683-4707
catherine.buchner@uwc.edu

UW-MANITOWOC WORK STUDY OPPORTUNITIES
2015-2016
What is Work Study?

Work study are on-campus jobs performed by students. There are several areas/departments on campus that utilize this program. Work study positions carry the following benefits:

- Work schedules are flexible and work around your class schedule
- No travel involved in getting to your job
- Positions often fit into your career goals
- Any money earned under this program does not count as income when filling out financial aid for the next year

What will I get paid as a work study student?

Work study positions start at $8.00 per hour. You will receive a 25¢ per hour raise each semester that you continue in the same position.

How do I get work study?

You must first complete the Free Application for Student Aid (FAFSA) to determine if you are eligible to receive work study. Work study is awarded based on financial need.

If you receive a work study award, you must log into your PRISM account and ACCEPT it.

How do I apply for a work study position?

You will have to directly contact the person in the department you wish to work in to set up a date and time for an interview. You may wish to bring your resume and class schedule to this meeting.

If you are hired in a work study position, notify the Office of Student Affairs immediately to get the appropriate paperwork in place.

Maintenance
Contact Randy Stache
(920) 683-4716
randall.stache@uw.edu
Assist with general cleaning duties, event set up and take down, general maintenance, and grounds work.

Manitowoc Co. Extension Office
(Located on Expo Drive)
Contact Kevin Palmer
(920) 683-4168
KevinPalmer@co.manitowoc.wi.us
Office Assistant/Clerical Work.

Manitowoc Co. Head Start
Contact Janel Dietrich
(920) 683-1960, Ext. 102
jdietrich@cesa7.k12.wi.us
Office Assistant/Clerical Work. May also be asked to assist in the classroom.

Student Affairs Office
Contact George Henze
(920) 683-4707
George.henze@uw.edu
Office Assistant. Includes receptionist duties, filing and customer service.
- **Volleyball Line Judges:**
  Responsible for assisting the officials judge the sidelines and end lines during matches. Required to wear black pants, a white shirt, and athletic shoes during games. Will assist with set-up and take-down of sidelines prior to and following each home event. Expected to be available for each scheduled home meet and arrive a minimum of 45 minutes prior to each game. Season runs from September-October. Knowledge of volleyball is strongly valued but not required. Training will be provided.

- **Shot Clock Operator:**
  Expected to reset the shot clock during basketball games. Also expected to help set up and take down sidelines prior to and following home games. Must be available for all scheduled home basketball games (both men and women) and be present a minimum of 45 minutes prior to the game time. Season runs from October — February (including Winterim). Knowledge of basketball is strongly recommended but not required. Training will be provided.

- **Basketball Statistician:**
  Expected to operate the computer software CyberSports to maintain the statistics of home intercollegiate basketball games. Team rosters will be entered prior to each game. This positions records 3-point shots, field goals, and free throws attempted and made, assists, steals, turnovers, and fouls (this list is not all inclusive). You must be able to follow the game pace. You must be available for each scheduled home basketball game (both men's and women's) and will be expected to arrive 45 minutes prior to each game. Season runs from October-February (including Winterim). Knowledge of the game is required. Training will be provided.

- **Intramural Assistant & Equipment Manager:**
  Assists the Athletic Director run the intramural program. Duties may include, but not limited to, officiating intramural sports, set up, take down, keeps track of scores and/or team records, and maintain equipment. Must be available over the noon hour from 12:15 to 1:00 Monday-Thursday. Intramural sports run throughout the academic year with the highest need in the fall. A knowledge of various sports is a strong asset but not required. Training will be provided.

- **Mascot/Community Development**
  Serve as “the face” of the UW-Manitowoc Blue Devils. Must be available for most men’s and women’s home sporting events and will be expected to research and secure opportunities to attend community events on behalf of UW-Manitowoc. Individual must be outgoing and able to work in physically demanding conditions (heat, standing for long periods of time, wearing/carrying mascot suit). For home sporting events, mascot should be available 45 minutes prior to the scheduled game time and will be expected to help with set-up and take down of game equipment. Hours for home sporting events can range from 1.5 to 5 hours of pay depending upon the sport and number of games scheduled per day. Additional hours are available for researching, securing and attending community events. Mascot will contact area businesses, schools, community organizations, etc. and appear in costume at agreed upon events.

**Biology Lab**
Contact Dr. Rebecca Abler or Dr. Rick Hein, (920) 683-4730
rebecca.hrlen@uw.edu or richard.hein@uw.edu

**Lab Assistant:** Assist with setting up labs for various biology classes.

**Chemistry Lab**
Contact Dr. Amy Kabrhel
(920) 683-2746
amy.kabrhel@uw.edu

**Lab Assistant:** Wash, dry, and store chemistry glassware and equipment. Keep chemistry stockrooms clean and organized. Assist with setting up labs for various chemistry classes. Depending on level of chemistry lab experience, this position may also include preparing chemical solutions and/or updating the chemical inventory list. Required to wear full-length pants/skirts and full-coverage shoes. Training will be provided.
Available Work Study Positions

Administrative Services Office
Call (920) 683-4700

- **Office Assistant**
  General receptionist/clerical duties.

- **Mail Delivery Assistant:**
  This person is expected to prepare the mail each day for mailing including weighing and putting on postage for each piece. Required to take the mail to the post office each day. Your own vehicle is required. Hours are Mon.-Fri. in the late afternoon (preferably after 3:00 pm).

Art Department
Contact Berel Lutsky
(920) 683-4735
berel.lutsky@uwc.edu

Help as needed with studio preparation and upkeep. Perform some regular maintenance on studio equipment. Help as needed in the University Gallery and with special projects.

Athletics
Contact Neil Hall
920) 683-4700
neil.hall@uwc.edu

- **Official Scorebook Keeper:**
  Keep the official scorebook for home intercollegiate contest. Must be available most Mon. & Wed. evenings as well as several Fri. & Sat. You will be required to be present a minimum of 45 minutes prior to the game time. Season runs from September—February. Knowledge of volleyball and/or basketball is highly valued but not required. Training will be provided.

Geography Lab
Contact Dr. Melvin Johnson
(920) 683-2749
melvin.johnson@uwc.edu

Lab Assistant: Assist with doing lab preparation and map/rock collection maintenance. Approximately 5 hours per week.

Instructional Technology Lab
Contact Cristi Beringer or Josh White
cristi.beringer@uwc.edu or josh.white@uwc.edu

We are looking for a responsible person(s) to assist in the monitoring of Distance Education classes offered on the campus. **Responsibilities include:** (1) Connect Distance Education classes at the beginning of each course, this includes turning on all classroom technology and making camera adjustments as needed; (2) Disconnect Distance Education classes at the end of each session, straighten up room and turn off lights and projectors; (3) Availability during class to assist with technology issues as they come up and work as the liaison between instructor, students and the Madison Instructional Communications System Technical Support hotline for assistance.

Kitchen (Blue Devil Grill)
Contact Jackie White
(920) 683-4714

Assist with food preparation, customer service and clean up.

Learning Center
Contact TBA
(920) 683-4718

Tutors needed for various subject areas. Requirements vary based on subject matter.

Library
Contact Peggy Turnbull or Chris Kocourek
(920) 683-4718
manlib@uwc.edu

Assist with checking in and out library materials, customer service. Must have full work-study offer and be able to work 7-9 hours per week.