Student Hourly Employee
SAGE Research Center

Description: Work on a wide variety of administrative tasks/projects related to supporting the faculty, staff and graduate students at SAGE (Nelson Institute Center for Sustainability and the Global Environment) on the west side of campus, while using sustainable products/approaches. This is the place to work if you want a friendly, flexible and green environment.

Other perks: No required hours during breaks, midterms or finals weeks. Great references for your future opportunities.

Pay: Starting pay will be $8-9.50/hour depending on qualifications (with an annual review for $.50-1.00/hr raise).

Hours: During the Academic year: 6-12 hours/wk. Spring semester increasing to 12-20 hours/wk. Fall semester, onsite work 8:00 - 6:00, Monday – Friday, depending on class schedule and offsite work: some computer work may be done outside of the office. Holiday breaks and Summer hours: negotiable. Anticipated start date 3/28/2016 (negotiable).

Preferences: Preference is for a freshman or sophomore (expected position is for multiple years). Work-study students encouraged to apply.

Experience in an office setting/computers preferred: Mac, email, online calendar, UWTravelWise (travel arrangement website similar to kayak.com and hotels.com), GETTool (reimbursement request data entry), WISDM (database query), Word and Excel. Hands-on training and written training procedures will be provided and free training classes are available in order to increase skills. Previous student hourly experience a plus.

Must be able to complete projects under instruction of supervisor and colleagues and graduate students, but most work will be done independently. Good organizational and problem-solving skills are important. Ability to balance work and communicate with supervisor when working on multiple projects. Candidate should enjoy working in an office setting and have good customer service and skills in written and oral communication. Person hired must be a self-starter, reliable, attentive to detail, accurate, discreet and have the ability to prioritize and work alone.

Duties: The job duties fall into 2 categories:

60% Primary duties include, but are not exclusive to the following:
✓ Entering employee reimbursements
✓ Flight, hotel and car rental arrangements
✓ Internet searches, research, reformatting, data entry, data verification
✓ Creating folders with labels
✓ Maintain white boards and notice boards (Documenting procedures and prepare and distribute/post mailings/posters)
✓ Faxing, scanning, sorting, stapling, shredding, filing, photocopying
40% Secondary duties include, but are not exclusive to the following:

- Maintain/restock kitchen areas, copy room and reading room library area (cleaning, vacuuming, dusting, water plants, emptying compost containers, restocking paper/staplers/napkins/tissue/dish soap). Clean hot water maker & coffee maker, sinks, refrigerators, microwaves as necessary.
- Distribute mail, faxes and packages, forward mail
- Mail packing and postage, recycling/breaking down boxes
- Open and close department (schedule permitting)
- Labeling areas, keys, mail boxes, recycling bins, attaching name plates
- Setting up Phones, VM, EVM and answering machines
- Furniture/computer returns/exchange with SWAP.
- Courier to other places on campus

**Accepting Applications through Noon 02/29/2016:**

Please email a short cover letter describing:

- Interest in and suitability for position, please give examples of:
  - Experience in an office setting: making travel arrangements (even for friends/family/yourself, formatting documents, data entry, etc.)
  - Soft skills: Attention to detail, reliability, willingness to learn, good customer service, prioritizing, working independently, etc.
- Class schedule/Availability
- If eligible for work study
- What year in school you are (freshman, sophomore, etc.) and anticipated graduation date.
- Also include a resume or brief summary/list of education and work experience and two references.

**Send to:**

Laurel Fletcher, SAGE/CCR Department Administrator, UW-Madison SAGE
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phone: (608) 265-0572
[http://www.sage.wisc.edu/](http://www.sage.wisc.edu/)