Pride Center, LGBTQQA Peer Educator

The Pride Center is devoted to serving UW-La Crosse students and members of the community that identify themselves as gay, lesbian, bisexual, transgender, queer or questioning, as well as their Allies (GLBTQQA). The Center provides resources and educational programs on GLBTQQA issues, homophobia, and heterosexism. Additionally, the Pride Center provides a SAFE place for the GLBTQQA community.

Position Responsibilities
- Present information on LGBTQQA issues through programs, panels and Ally trainings.
- Build and maintain a collection of files pertaining to LGBTQQA issues.
- Prepare programs including marketing, scheduling, protocol, and other logistics.

Custodial Assistant

The custodial crew performs general cleaning and event set-up duties in Cartwright and Whitney Centers.

Position Responsibilities
- Vacuum carpet and entrance matting.
- Set tables and chairs.
- Clean entrance door glass.
- Sweep/mop or machine scrub hard floors.
- Assist with snow removal.

Valhalla Setup Crew

The Crew completes a variety of set ups in Valhalla, based on customer requests.

Position Responsibilities
- Vacuuming & cleaning of carpet and furniture.
- Lifting, moving, and setting of various sized tables, chairs and miscellaneous equipment.

Event Support

Event Support is the on-campus crew for campus events. We work with staging, lighting, and sound for a variety of campus events, but not limited to: lectures, concerts, comedians, talent shows, and dances. Event Support employees setup, operate, and take down equipment; along with assisting groups with event coordination and planning.

Expectations

To fulfill our mission, the following are expectations of all persons employed with University Centers.
- A pleasant, positive attitude.
- A strong customer service orientation.
- Advanced customer service skills.
- Professionalism in appearance and demeanor.
- Ability to work and relate well with a wide variety of people.
- Ability to follow directions.
- Ability to work without close supervision; self-motivation.
- Ability to apply policies and procedures consistently and appropriately.
- Dependability, promptness, ability to adhere to an agreed upon work schedule.
- Knowledge of University Centers and the UW-La Crosse campus.
- Participation in all employee training.

Application Procedure

Applications are accepted any time, however the primary hiring campaign is held early spring semester. Watch for advertising.

University Center’s staff will review all applications. Successful applicants will be invited to participate in a personal interview with the area supervisor. This will be an ongoing process until all positions are filled.

University Centers Employment Opportunities

- Whitney Center
- Cartwright Center

Mission

University Centers serves the community by providing a welcoming environment that facilitates learning opportunities, embraces diversity, and enriches the campus experience.

Position Description Summaries

Included in this brochure are brief descriptions of student employment opportunities within University Centers. After reviewing these descriptions, please indicate the positions in which you are interested by placing a ✓ in the spaces provided on the University Centers Student Application for Employment (Side 2).

Diversity Statement

University Centers is committed to providing a workplace free of sexual harassment, intimidation, threats, coercion, or discrimination. Further, we strongly disapprove of and will not tolerate harassment by our employees of non-employees with whom the organization has an academic, service, or professional relationship.

UW-La Crosse is an affirmative action/equal opportunity employer.
**Building Manager - Information Counter**

The primary Centers staff person on duty in Cartwright Center during the hours of 4 pm to closing, Monday – Friday; all hours of operation on Saturday and Sunday; and at other times as assigned. Students in this position are responsible for the security and safety of the building and its occupants.

**Position Responsibilities**
- Open and close the building.
- Communicate and enforce policies.
- Supervise the usage of Cartwright Center.
- Provide on-site supervision of the Valhalla Setup Crew and the Information Counter Assistants.
- Work with appropriate agencies during emergencies.
- Appropriately work with cash handling procedures.
- Exercise authority, accept responsibility, and quickly make appropriate decisions.
- Solve problematic situations as necessary.
- Sell university event and bus tickets.
- Answer questions regarding University Centers and campus programs and events.

**Information Counter Assistant**

Provides customer service to individuals who phone or visit the Cartwright Center Information Counter.

**Position Responsibilities**
- Appropriately work with cash handling procedures.
- Solve problematic situations as necessary.
- Possess some technical knowledge of audio-visual and sound equipment (not required, will train).
- Sell university event and bus tickets.
- Answer questions regarding University Centers and campus programs and events.

**Leadership, Involvement & Graphics (LIG)**

The Leadership and Involvement Center promotes the benefits of being engaged on the UW-L campus and in the La Crosse community and serves as a connection between the two. Current programs include Campus Blood Drives, Involvement Fest, Volunteer Fair, LeaderShape, presentations at Campus Visit Days, and the campus Food Pantry. Possible future programs may include Leadership retreats, service learning trips, etc.

**Leadership and Involvement Responsibilities**
- Coordinate and plan effective, inclusive, and intentional events.
- Have thorough knowledge of leadership and involvement opportunities on campus, student organizations, and diversity topics.
- Demonstrate leadership characteristics, as well as advise fellow students.
- Provide basic office operations including marketing, communication, and technology.

**Cartwright Graphics Responsibilities**
- Provide graphic design assistance to accommodate publicity and promotional needs of recognized student organizations. This may include assistance with posters, brochures, signs, banners, photocopies, scanning, lamination, and button making.

**Office Assistant - Reservations & Event Support**

**Position Responsibilities**
- Explain/follow complex procedures/policies.
- Prepare/distribute daily reports/room cards.
- Assist customers with making room & audio equipment reservations and determining their setup needs.
- Work on a variety of special projects.

**Office Assistant - Administration & Activities**

**Position Responsibilities**
- Serve as receptionist.
- Compile financial reports and account details, prepare cash boxes, process deposits.
- Assist with the coordination of student organization record keeping (websites, mailings, etc.).
- Explain and apply campus policies and procedures.
- Register publicity (posters, banners, etc.).
- Prepare contracts and riders for campus events.
- Prepare computer projects as assigned.
- Order supplies and maintain inventory.
- Maintain records (Student Association, departmental, historical).

**Office Assistant - ID Card & Meal Plan**

**Position Responsibilities**
- Take photos for student, faculty, and staff IDs.
- Sell and reconcile campus cash.
- Acquire knowledge of the meal plan requirements, sign students up, and open accounts.
- Assist students with card activation.
- Assist with a variety of special projects.
- Prepare and verify various reports.

**Office Assistant - All University Centers Offices**

Applicants must possess strong customer service skills; a professional demeanor; knowledge of general office practices; knowledge of Microsoft Office programs and ability to perform computer applications; strong organizations skills; the ability to perform tasks with careful attention to detail and accuracy; the ability to work appropriately with cash handling procedures; strong grammar and spelling skills; willingness to learn and perform a variety of tasks; math and accounting skills preferred.