

STUDENT EMPLOYMENT HANDBOOK FOR UW-FOND DU LAC STUDENTS

Working on campus provides a viable way to concentrate on your studies while earning money to pay for your educational expenses. If you are employed on campus, you will fit the job into your class schedule to provide you with the flexibility that is often needed to be a successful college student.

General Information

Funding sources for the student employment program at UW Fond du Lac provides two kinds of opportunities:

- College Work Study (CWS). The College Work Study payroll is funded by a combination of 75% federal funds and 25% campus funds. Financial aid applicants who have accepted work study awards are the only students who may be hired for positions funded with CWS monies. Your earnings are limited to the amount of the work study award indicated on the work authorization or by the department's CWS allocation, whichever is less.
- Student Assistant (SA). The Student Assistants work program is funded 100% by campus funds. Financial aid eligibility is not a factor in obtaining a job funded with SA funds.

STUDENT JOB HIRING PROCEDURE

If you are interested in campus employment, complete a Student Employment Application and return it to the Business Office. Review the "Campus Student Employment Descriptions" below and talk to the Contact Person to learn more about the job. The department supervisor will arrange an interview with you.

After you and a supervisor agree on your hiring, you will need to visit the Business Office to complete an employment packet. You will need to provide two forms of identification: a driver's license, and a Social Security card or birth certificate.

STUDENT EMPLOYMENT DESCRIPTIONS

Positions listed below can employ students with Work Study (WS) financial aid awards. Those positions indicated with a SA (Student Assistance) will also employ students without a work study award.

Art Department

Job Description: Laboratory Assistant. Lab set-up and clean-up, computer data entry, filing, and some general office duties. Model. Must be able to pose clothed sitting/standing/reclining for 1-30 minutes. *Must be on time.*

Contact Person: John Scotello john.scotello@uwc.edu

Phone: 929-1176 **Office:** A-119

Starting Pay: \$7.25 **Level:** A

Athletics (SA)

Job Description: Athletic Services. Games scorekeeper, statistician, computer entry of game information, concessions, game day setup, general office work as assigned.

Contact Person: Lee Watson lee.watson@uwc.edu

Phone: 929-1178 **Office:** PE-114

Starting Pay: \$7.25 **Level:** A

Biology

Job Description: Laboratory Assistant. Computer data entry, assist in plant research project, lab clean-up and set-up.

Contact Person: Elizabeth Hayes elizabeth.hayes@uwc.edu

Phone: 929-1157 **Office:** S-102

Starting Pay: \$7.25 **Level:** A

Chemistry

Job Description: Laboratory Assistant. Lab set-up and clean-up, computer data entry, filing, and some general office duties. Preference will be given to students with knowledge in chemistry and having completed chemistry 155, 203 or above.

Contact Person: Ron Theys ron.theys@uwc.edu

Phone: 929-1159 **Office:** S-202

Starting Pay: \$7.25 **Level:** A

Computer Lab – Information Technology

Job Description: Computer Lab Assistant / Compressed Video Technician. Making sure the compressed video class is connected. During lull times, work in the computer lab helping students.

Contact Person: Tom Clausen tom.clausen@uwc.edu

Phone: 929-1142 **Office:** AE-109

Starting Pay: \$7.25 **Level:** A

Other Info: Computer applications knowledge necessary. Work one night per week usually 5:30-9:30 pm.

Facility Rental – Technical Support (SA)

Job Description: This position provides audio visual and computer related services to the following departments: Facility Rental, Theater, Lecture and Fine Arts, Music and Informational Technology. Responsibilities include setting up equipment for events held on the UW-FDL campus. Equipment to be set up could include sound, video, lighting and computers.

Contact Person:..Brian Scharrer..... brian.scharrer@uwc.edu

Phone: 929-1138 **Office:** AE-125

Starting Pay: \$7.25 **Level:** A

Fitness Center (SA)

Job Description: Monitor the Fitness Center, check ID's, clean equipment, assist fitness center users with their exercise program, general custodial duties within the Fitness Center, other duties as assigned

Contact Person: Lee Watson lee.watson@uwc.edu

Phone: 929-1178 **Office:** PE-114

Starting Pay: \$7.25 **Level:** A

Other Info: Needed for both semesters and summer

Geography

Job Description: Laboratory Assistant. Lab set-up and clean-up, computer data entry, filing, and some general office duties

Contact Person: Mike Jurmu mike.jurmu@uwc.edu

Phone: 929-3635 **Office:** S-102

Starting Pay: \$7.25 **Level:** A

History

Job Description: Office Assistant Typing, filing, and general office duties.

Contact Person: Paisley Harris paisley.harris@uwc.edu

Phone: 929-1165 **Office:** S-214

Starting Pay: \$7.25 **Level:** A

Library

Job Description: Library Assistant: 1) Assist patrons at circulation desk, 2) Check in/out library materials, 3) Shelve books, newspapers and magazines, 4) Retrieve back issues of magazines, 5) Stamp, label, tape new materials.

Contact Person: Todd Mountjoy todd.mountjoy@uwc.edu

Phone: 929-3616 **Office:** UC-162

Starting Pay: \$7.25 **Level:** A

Library Support Services (SA)

Job Description: 1) check-in of library materials, 2) work with online union catalog, 3) production of spine labels utilizing OCLC software, 4) package and ship materials to other libraries, 5) file materials order information, 6) other clerical duties, as assigned.

Contact Person: Mary Rieder mrieder@uwc.edu

Phone: 929-2757 **Office:** A-205

Starting Pay: \$7.25 **Level:** B

Maintenance Department

Job Description: Maintenance Assistant. Assist maintenance staff in building and grounds upkeep including, but not limited to, the following: mowing and trimming grass, painting, moving furniture, custodial duties, package delivery, light landscaping, equipment upkeep, snow removal, tree trimming and brush control.

Contact Person: Rick Retelle Rick.Retelle@uwc.edu

Phone: 929-3623 **Office:** Physical Plant

Starting Pay: \$7.25 **Level:** A

Physical Education (SA)

Job Description: Organize and set-up of activities, maintain bulletin board, advertise programs, work with student government on needs of student population, and computer entry.

Contact Person: Lee Watson lee.watson@uwc.edu

Phone: 929-1178 **Office:** PE-114

Starting Pay: \$7.25 **Level:** A

Student Services

General Clerical / Receptionist

Job Description: Project Coordinator. Registration during lunch hours (knowledge of computers helpful), coordinate special projects as they arise (such as catalog updates with advisor), need organizational ability to be able to follow through and break down projects into steps and follow logical sequences. These projects will require the ability to work independently.

Contact Person: Tom Martin tom.martin@uwc.edu

Phone: 929-1127 **Office:** AE-116

Starting Pay: \$7.25 **Level:** A

Student Services

Admissions/Financial Aid

Job Description: Office Assistant. Filling display racks, updating bulletin board, answering telephone, giving campus tours, preparing information packets, registration processing, typing, filing, and general office duties.

Contact Person: Tom Martin tom.martin@uwc.edu

Phone: 929-1127 **Office:** AE-116

Starting Pay: \$7.50 **Level:** B

Student Services

Literacy Tutor

Job Description: Work with Lakeshore Elementary School Reading Specialist in providing small group literacy tutoring to K-5 elementary school age students. Listen to students read, guide students using reading strategies, guide students in the writing process. Excellent opportunity for students who enjoy working with children and/or are interested in majoring in Elementary Education. Approximately 6-8 hours per week.

Contact Person: Tom Martin tom.martin@uwc.edu

Phone: 929-1127 **Office:** AE-116

Starting Pay: \$7.50 **Level:** B

Student Services

Math Tutor

Job Description: Work with Lakeshore Elementary School Math Specialist in providing individual and small group math instruction to K-5 elementary school age students. Interact with students and guide their mathematical understanding during “hands-on” activities. Excellent opportunity for students who enjoy working with children and/or are interested in majoring in Elementary Education. Approximately 6-8 hours per week.

Contact Person: Tom Martin tom.martin@uwc.edu

Phone: 929-1127 **Office:** AE-116

Starting Pay: \$7.50 **Level:** B

University Relations

Job Description: Assist with special projects including, campus web site updates, and promoting and photographing campus activities. Maintaining campus news archives, clipping files, photocopying and other office tasks. Strong writing, communication and organizational skills required. Familiarity with internet, e-mail, Front Page, photography and basic office equipment preferred.

Contact Person: Laurie Krasin laurie.krasin@uwc.edu

Phone: 929-1108 **Office:** AE-126

Starting Pay: \$7.25 **Level:** A

Work Zone (SA)

Job Description: Group Tutor for Math, English and other classes. Must have completed the courses to be tutored at a B or better.

Contact Person: Maggie Gellings maggie.gellings@uwc.edu

Phone: 929-1332 **Office:** C-224

Starting Pay: \$7.50 **Level:** C

Work Zone (SA)

Note taker

Job Description: Provide copies of class notes for students who require extra learning support. Must be enrolled in the classes for which notes must be copied.

Contact Person: Maggie Gellings maggie.gellings@uwc.edu

Phone: 929-1332 **Office:** C-224

Starting Pay: \$75.00 per class per semester **Level:** N/A

JOB CLASSIFICATIONS

Raises

New student workers start at the base rate for their level. Periodic raises of 25 cents per hour will be awarded for successful performance of duties after each 100 hours in a work area (or comparable work areas). Student pay rates are capped at \$9.00 per hour.

Classification Levels

The following pay plan establishes two classification levels for jobs filled by student employees: Basic and Advanced. All student employee jobs are placed in one of the two categories. The descriptions and examples in each level are general and provide a framework for classifying additional jobs not mentioned. The range of student hourly starting rates is \$7.25 to \$7.50.

Level “A” Work (Basic)

\$7.25 per hour starting rate, maximum rate of \$9.00 with raises.

Type of Work:

Work done under close supervision with well established procedures. Work where employees are not usually required to make decisions but to follow well defined existing policies and/or procedures

Examples:

Routine food service work, routine laboratory work, such as dishwashing, preparation of solutions and media, general clerical work, such as sorting, filing, incidental typing, messenger work, desk clerk, custodial work, fitness center, intramural officials.

Level “B” Work (Advanced)

\$ 7.50 per hour starting rate; maximum rate of \$9.00 with raises.

Type of Work:

Work that requires, for a major portion of the time, advanced specialized knowledge, skills or abilities; or involves supervisory responsibilities for larger or complex activities, usually involving a number of concurrent activities.

Examples:

Tutoring, computer programmer, specialized laboratory work, supervision of recreational activities requiring special qualifications. Installation, operation, maintenance, calibration of audio-visual or electronic instrumentation and equipment.

INSTRUCTIONS FOR COMPLETING TIME SHEETS

Student Timesheets are completed using a Microsoft Excel spreadsheet. Timesheets are accessed via the UW-Fond du Lac intranet under forms for students on the left side of the page. Instructions on how to complete the timesheet are built into the spreadsheet.

1. Record the start and end times for each work shift. No start and end times can be longer than a continuous 6-hour period. An unpaid break of at least 30 minutes must be taken after each 6-hour shift.
2. The spreadsheet will total the amount of time worked each day in the "Total" column (use hours and minutes).
3. Timesheets should be printed, signed and turned into your supervisor at the end of your last shift of the pay period. Handwritten timesheets are not accepted.
4. Have the supervisor sign, date and deliver the time sheet to the Business Office by 9 AM on the due dates.

DIRECT DEPOSIT PROCEDURES FOR STUDENT EMPLOYEES

UW Colleges student employees are paid exclusively through direct deposit. Direct deposit is mandatory.

In order to be pay rolled, a student must have a bank account. The account may be either a savings or checking account. Complete the yellow Direct Deposit form and return it along with a voided check to the Business Office.

A pay statement, stating hours worked, pay rate and gross and net pay, is e-mailed to your campus e-mail account with each payroll.

GUIDELINES FOR STUDENTS

Your responsibilities as a worker are to ask questions and understand the work to be done. Also:

1. Provide your supervisor with your class schedule in order to set up a work schedule.
2. Accurately report the hours worked. If you accomplish the task in less time than expected and there is not other work to be performed, you report on the time sheet only the time during which work was actually performed.
3. Discuss any problems regarding your work with the supervisor.
4. Make certain you do not work more than a continuous 6-hour period without a 30-minute, unpaid lunch break.
5. Your supervisor, not you, must submit the completed time sheets by 9 a.m. on the due dates.