

## **Native Nations UW Partnerships OFFICE HOURLY**

**Description:** Work on a wide variety of administrative tasks/projects related to supporting the Native Nations\_UW partnership and collaboration. You can learn more about this partnership at <http://nativenations.nelson.wisc.edu/>

*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 \$10/hour (with an annual review for \$.50-1.00/hr raise). You will start out with level 1 duties and you may progress to level 2 duties based on aptitude and interest (additional increases are possible depending on level of job duties/performance).

**Hours:** 8 hours a week, scheduled between 8:00 - 5:00, Monday – Friday, depending on class schedule and some work from home if available. Additional hours are possible for level 2 duties. **Anticipated start date: September 17, 2018**

**Preferences: Work-study students encouraged to apply.** Experience in an office setting and previous student hourly experience a plus.

**Skills:** Attentive to detail, accurate, organized and reliable. Microsoft office and email.

### **Duties: Level 1 (Required):**

- Ongoing communications for NN\_UW efforts—meeting planning for working group, meeting planning for university leadership, meeting notes summarizing, follow-up emails and calls, feedback requests from tribal contacts
- Entering employee travel and other reimbursements
- Weekly communications with tribal contacts—relationship building—planning and arrangements for trips, visits, meetings
- Communications and planning for cultural educational efforts on UW campus for Native campus climate
- Assistance with grant seeking to support NN\_UW ongoing efforts and implementation of strategic plan
- Coordinate follow-ups for Tribal-UW events and workshops

### **Duties Level 2 (Optional progression):**

- Internet searches, research, reformatting, data entry, data verification, proofing
- Presentation assistance
- Field course partnerships assistance
- Event coordination

### **Applications accepted until position filled.**

Please email a short cover letter describing:

- Interest in and suitability for position
- Class schedule/availability/number of preferred hours per week
- If eligible for work study
- What year in school you are (freshman, sophomore, etc.) and anticipated graduation date.
- Brief summary/list of work experience and two references.

### ***Send applications to:***

Jessie Conaway ([jessie.conaway@wisc.edu](mailto:jessie.conaway@wisc.edu))