

STUDENT EMPLOYMENT FAQ'S

Do you accept Work-Study?

Yes, the University Center accepts students who have Work-Study. However, Work-Study is not a prerequisite for working in the UC. You can find out if you have Work-Study through WINS under financial aid award.

How many hours a week can I work?

- Student employees cannot exceed 25 hours per week during the academic year or 40 hours at other times (winter break, spring break, summer).
- Weekly hours will depend on departmental needs.
- International students may not work more than 20 hours per week during the academic year.

What if I decide to take a semester internship, or travel abroad; can I come back?

Student employees who will be leaving for an internship or traveling abroad should notify their supervisors as soon as possible. Student employees who leave for a semester or less may be able to continue their employment in the University Center based on departmental approval. If the duration of the absence is longer than a year, the student employee will have to be rehired.

Can anyone apply?

Yes! The University Center is an equal opportunity/affirmative action employer. All applications are reviewed through the same process.

What jobs are open?

Open positions will be posted regularly on Handshake at <https://uww.joinhandshake.com/login>.

How do I apply?

Visit our website <http://www.uww.edu/uc/about-the-uc/job-application> and complete our job application. Please attach a résumé to be considered for any open positions.

Can I work in two different departments?

Yes, student employees are able to work in different departments as long they do not exceed a combination of 25 hours per week. It is the responsibility of the student employee to keep track of their hours to make sure they are not exceeding 25 hours per week.

Can I work in the UC if I am a freshman?

Yes, we encourage freshmen to apply.

Does the University Center offer internships?

Yes, there are currently several internships available, including UC Human Resource interns, UC Botany interns, UC Public Relations interns, and UC Communications interns. Other internships can be arranged on an individual basis by contacting Kim Adams at 262-472-1477 or adamsk@uww.edu.

What is the starting pay per hour for a job in the UC?

- All University Center student employees have the opportunity to gain hands-on work experience and practice skills that will help them be more competitive in the work force. **Because of our hiring and training model, all UC student employees start above the minimum wage.**
- Starting wages are dependent upon the position. Performance raises are possible each semester (upon a successful evaluation).

GETTING U CONNECTED