

Roberta's Art Gallery **Undergraduate Student Manager**

Department: James R. Connor University Center

Reports To: University Center Assistant Director

Hours per week: Approximately 10-20 – M-F

Starting Wage: \$9.25 per hour

High Impact Practice – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

Position Summary

The Student Manager for Roberta's Art Gallery assumes supervisory and leadership responsibilities over the gallery staff while providing support to the James R. Connor University Center. This position reports to the University Center Assistant Director, works up to 20 hours per week, and serves as a liaison to the Graduate Assistant.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Completes all duties as assigned to the General Gallery Assistants
- Creates and maintains student schedules on When to Work
- Coordinates and schedules special events with supervisor and Graduate Assistant
- Corresponds with artists and other gallery members to coordinate artwork drop off and pick up including insurance forms, parking passes for artists, catering contracts for receptions, etc.
- Coordinates with Graduate Assistant to fill the Asterisk display case (i.e. artwork, upcoming events information, campus reminders, etc.)
- Demonstrates good time management by arriving to work, programs, and meetings on time

Personal and Social Responsibility

- Works as a liaison between Graduate Assistant, Gallery Leads, and Gallery Staff
- Keeps staff up to date on upcoming events in the gallery and in the University Center
- Represents the UC brand image through the 6 Keys of Exceptional Customer Service
 - *Smile and Greet, Appearance, Competence/Knowledge, Communicate, Go the Extra Mile, Say "Thank You" and "You're Welcome"*

Integrative & Applied Learning

- Helps facilitate and create agendas for staff meetings
- Evaluates, updates, and implements current office procedures
- Creates Gallery Staff Training PowerPoint and agenda for new and returning staff at the beginning of a new school year
- Helps train new employees on an individual level with Graduate Assistant

Knowledge of Human Cultures and the Physical and Natural World

- Meets regularly with supervisor and Graduate Assistant to determine and communicate work goals and deadlines
- Assists Graduate Assistant and supervisor in the interviewing, evaluating, and disciplining of Gallery Staff
- Works collaboratively with UC departments

Minimum Qualifications

- Must be a registered UW-Whitewater student and enrolled at least half time
- Must meet the University Center attendance standards
- People skills, organizational, and communication skills
- Must maintain an overall GPA of 2.0

Both Work Study and Regular Pay candidates will be considered.

UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students to apply.

Contact Information

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