



University of Wisconsin-Stevens Point

Internal/External	External
Position Title	Museum Activities Helper
TTC Title and Code	Special Activities Helper (TE011)
FTE	50%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Science Building <u>Supervisor</u> : Brigid Ferkett, Museum of Natural History Outreach Specialist
Salary	\$15.00 per hour
Department	Museum of Natural History
Department Description	The Museum of Natural History is an integral resource and unique asset within the College of Letters and Science, UW-Stevens Point and the central Wisconsin region. The Museum provides an array of educational programming and community outreach that showcases the university's extensive natural science and ethnographic research collections and expertise. The Museum is currently being re-envisioned in a new space within the Science Building currently under renovation. Once it reopens in fall 2023, the Museum will be open year-round, free of charge to the public.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit https://www.uwsp.edu/join-uw-stevens-point/ for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com .
Position Summary	Under supervision, perform special, limited duties in connection with the Museum of Natural History. Perform basic administrative duties such as purchasing, depositing donations, depositing gift shop revenue. Assist with gift shop sales and inventory; open and close the Museum space before and after activities; assist in setting up and taking down exhibitions, chairs, and other equipment used in an event; set up audio visual equipment to assist with special events/reservations. <u>Shift</u> : 20 hours per week during the hours of 7:45am-4:30pm, Monday-Friday. Evening and/or weekend hours may be required.
Required Qualifications	<ul style="list-style-type: none"> • Microsoft Office (Word, Outlook, Excel) • Ability to post and update various social media platforms
Preferred Qualifications	<ul style="list-style-type: none"> • Background in Natural Science, history and/or education • Background working with and/or training volunteers • Experience in a customer service, retail, or related position



University of Wisconsin
Stevens Point

2100 Main Street - Stevens Point, WI 54481
+1-715-346-2606 (p) +1-715-346-3698 (f)
Human.Resources@uwsp.edu

How To Apply	Please email the completed Required Materials by the Deadline date to the Position Contact . Applications received incomplete or after the Deadline date will only be given consideration at the discretion of the Position Contact.
Anticipated Appointment Date	10/16/2023
Terms of Employment	<p>This is a temporary University Staff position, non-exempt from the Fair Labor Standards Act. This position is required to serve a six-month probation period.</p> <p>The successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. University sponsorship is not available for this position.</p>
Deadline	<p>TO ENSURE CONSIDERATION: Applications received by 09/24/2023 are ensured full consideration. Applications received after that date may be given consideration at the discretion of the search committee. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.</p>
Required Materials	<p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter briefly explaining your interest in the position - Resume - Contact information for three professional references <p>(Official Transcripts may be required of finalist)</p>
Position Contact	<p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p> <p>For additional information regarding the position, please call or email: Brigid Ferkett Email: bferkett@uwsp.edu Phone: 715-346-2858</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: Human Resources Email: human.resources@uwsp.edu Phone: 715-346-2606</p>
Special Notes	<p>The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point's mission is, "Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world."</p> <p>Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.</p> <p>The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at https://www3.uwsp.edu/protsv/Pages/Clery.aspx</p> <p>The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).</p>



University of Wisconsin
Stevens Point

2100 Main Street - Stevens Point, WI 54481
 +1-715-346-2606 (p) +1-715-346-3698 (f)
Human.Resources@uwsp.edu

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.



University of Wisconsin
Stevens Point

2100 Main Street - Stevens Point, WI 54481
+1-715-346-2606 (p) +1-715-346-3698 (f)

Human.Resources@uwsp.edu