**Student Project Coordinator**  
**Center for Academic Excellence**  
(CAE)

**Program Overview**  
The Center for Academic Excellence in the College of Letters & Science promotes the values of a liberal arts education and finds new ways for students to make a difference locally, nationally, and globally by partnering with students to make the [Wisconsin Experience](#) a reality.

The Center serves first-generation, low-income, and multicultural underrepresented students to foster an inclusive teaching and learning environment that helps students reach their academic potential, attain undergraduate degrees, and realize their human promise as they become citizens of a global community.

**Job Summary**  
This position plays a key role in the CAE unit because they are often the first point of contact for students, campus staff, and visitors.

**Qualifications:**  
In order to hold a continuous appointment as the Student Receptionist, the person holding this appointment must meet the following criteria:

- Ability to work with diverse audience
- Be mature, responsible, and have a proven track record of being a student leader.
- Possess the ability to work collaboratively with other office and personnel
- Be in good academic standing.
- Possess basic knowledge of Microsoft Word and Excel, professional phone skills, and a friendly demeanor.

**Job Responsibilities**  
- Answer phones and route calls to appropriate staff
- Greet visitors. Notify the appropriate advisor, if the visitor has an appointment
- Set appointments for CAE staff members
- Event Coordination, outreach, assisting in space and meeting coordination
- Perform various office duties as, which include but are not limited to: updating spreadsheets, making copies, faxing, courier duties, etc.

Salary: Based on experience, 5 – 10 hours per week. **(Work-study students are strongly encouraged to apply.)**

To apply, please email your cover letter, resume, and course grid with availability to cae@saa.ls.wisc.edu by August 15, 2015.