Title: UW-Platteville Surplus Assistant

Description:
In Summer of 2014, UW-Platteville began a new program to resell used equipment and supplies on campus. Our store has public sales every Tuesday from noon to 5 p.m. and does monthly online auctions as well. The store handles a wide variety of items, from electronics to car parts to science equipment and furniture. This position will help our surplus manager move, organize, and repair items, in particular technology items, in preparation for sale, as well as staff weekly sales.

Reports to: Surplus Manager

Duties include:
- Wipe computer hard drives and reinstall operating systems,
- Determine pricing for a wide range of items,
- Help move and organize large and small surplus items (e.g. furniture, electronics, etc.)
- Photograph and document items, product tracking,
- Staff weekly store sales.

Required qualifications:
- Available on Tuesday’s from noon to 5 p.m.;
- Strong proficiency in computer repairs;
- Prior customer service experience, ability to work with many types of people;
- Physical ability to move large items;
- Ability to work with sensitive information and retain confidentiality,
- Ability to obtain campus driver authorization is a plus,
- Work study is a plus, please tell us if you have work study.

Compensation:
- 20 hours per week for the summer, May 18th – August 28th (exact dates are negotiable);
- There is a potential that the position can be extended through the next academic year as well, at reduced hours, depending upon the interest and qualifications of the applicant;
- Pay is $9.00 per hour.

To Apply:
- Please send your electronic cover letter and resume to sustainability@uwplatt.edu by 5 p.m. Wednesday April 15th.
- Questions may be directed to Amy Seeboth-Wilson, Sustainability Coordinator, at (608) 342-7244, seebotha@uwplatt.edu