

Position Title: Graduate Assistant for the Campus Activities Board

Position Begins: August 2019 through mid-May 2020; renewable based upon performance

Unit Location: Student Involvement, Union 350

Reports to: Advisor for Campus Activities Board

Unit Description: The **UWM Division of Student Affairs** is to be recognized as the premier Student Affairs Division, innovative in creating a thriving student-centered learning community that is dedicated to students' well-being, success, personal growth, and professional development.

The **UWM Union** serves as the center of campus life at the University of Wisconsin-Milwaukee. The Union is sustained by student fees, dedicated to shared governance and fosters the development and provides resources for the social, personal and intellectual development of students. The Union supports the academic mission of the University through the provision of quality programs, services and experiences; and fosters the development of an inclusive community.

Student Involvement works with students to create memorable experiences and connections beyond the classroom that enrich their lives. We aspire to get every student at UWM involved in ways that enhance their college experience.

Position Description:

Student Involvement is looking for an outgoing and dynamic student employee to serve as an advisor, mentor, coach and resource for the Campus Activities Board. This individual will provide support, guidance and leadership with programs developed by the membership of CAB. This includes the opportunity to assist students with event planning and assist students with creating marketing and communication strategies to reach a diverse student body. The selected candidate will also have the opportunity to learn a great deal about student development and co-curricular engagement at a large, public, urban research university and to connect with colleagues throughout the Division of Student Affairs and the Student Union.

Position Specific Responsibilities:

- Serve as secondary advisor of the Campus Activities Board, under the guidance of the professional staff member serving as the primary advisor.
- Advise the CAB committees as assigned by the CAB Advisor.
- Assist with developing and implementing a recruitment strategy/program to recruit new members.
- Assist committee coordinators to develop marketing strategies to promote programs and events to a diverse student audience. Assist each committee with establishing timelines and goals related to outreach and marketing.
- Attend all advising committee events as well as other CAB events as requested.
- Facilitate trainings and leadership development workshops for current and new committee coordinators.

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- Manage administrative tasks related to the position, including scheduling programs, evaluation and assessment of programs, tracking program participation, collecting data and analyzing results.
- Assist CAB Advisor with developing and evaluating individual program outcomes for CAB Committees.
- Assist CAB Advisor with developing learning outcomes for CAB members.
- Attend all CAB executive meeting and advising committee meetings.
- Positively represent Student Involvement, the UWM Union and UW-Milwaukee through presentations, events, committee involvement, and university service.
- Meet with supervisor on a regular basis and attend Student Involvement weekly staff meetings upon request.
- Support general student involvement programs and initiatives as needed.
- Assist CAB with planning a large-scale spring event where needed.
- Assist CAB Advisor with student organization liaison duties as assigned.
- Develop reports as needed.
- Other duties as assigned.

General Responsibilities:

- The responsibilities of this position also include the development and support of general involvement initiatives and activities across campus.
- Develop programs, services, and initiatives that enhance UWM students' opportunities to explore, lead, learn, creative, celebrate, and connect.
- Lead and/or provide substantial support for unit programs held both on- and off-campus including, but not limited to involvement initiatives, celebrations, award ceremonies, cultural events, student involvement fairs, university recruitment events, Fall Welcome, Panther Fest, Distinguished Lecture Series, Common Read, Geek Week, athletic events, and other unit activities.

Minimum Qualifications – All Qualified Candidates Must:

- Be enrolled either half-time or full-time in a graduate degree-bearing program.
- Have earned and maintain a minimum of a 3.0 cumulative GPA and 3.0 semester GPA during employment.
- Must not be on Satisfactory Academic Progress ineligible status.
- Must not be on probation that resulted from Academic or Non-Academic Misconduct violation(s).

Preferred Qualifications – Candidates Are Also Assessed For Their:

- Leadership Potential – evidenced by previous leadership experiences and references
- Communication Skills – including oral, written, and electronic communication, specifically comfort in public speaking and group facilitation.

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- Maturity – including sound judgment, flexibility, and willingness to accept responsibility and take initiative.
- Interpersonal Skills – ability to interact effectively with others and work within a degree setting.
- Work Ethic – including the ability to take initiative and generate projects on one's own, work autonomously, demonstrate a desire to learn, and contribute ideas that will benefit the department/organization.

Time Commitment: This position will typically involve 20 hours a week and requires a flexible time commitment. Some nights and weekends will be required.

Compensation

- The hourly rate of pay for this position is \$12.00 and pays bi-weekly on Thursdays.
- On-going professional development and mentoring opportunities.

Contact information: Please direct all specific questions about the Student Involvement— CAB Graduate Assistant position to Rachael Tregler, Advisor for Campus Activities Board
rtregler@uwm.edu or 414-229-5780.

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