

**Position Title:** Union – Student Involvement – Leadership Programs – Fraternity & Sorority Life Graduate Student Worker– Student Affairs

**Position Duration:** August 2022 through mid-May 2023; renewable based upon performance

**Reports to:** Coordinator for Greek Life and Leadership (Student Involvement).

### 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 a graduate student employee to serve as an advisor, coach, and resource for the fraternity and sorority community. This individual will provide support for the governing councils and chapter leadership, as well as leadership for programs developed by the department. This includes the opportunity to directly advise student organizations; plan events and activities; participate in the development of leadership curriculum and resources; create marketing and communication materials; and facilitate trainings for the fraternity and sorority community.

### Potential Responsibilities (average of 20 hours/week):

#### Fraternity and Sorority Life Responsibilities

- In conjunction with the Student Involvement/Student Leadership Programs staff:
  - **Advising:**
    - Provide advisement and support to the fraternity & sorority councils, which include: the Panhellenic Council, Interfraternity Council, National Pan-Hellenic Council, Inc., and Multicultural Greek Council, as well as the member organizations.
    - Serve as a resource for individual chapter and council leadership, including support through Student Organization Registration Renewal, the Senate Appropriations Committee grant process, event planning, and making appropriate referrals to other campus departments.
  - **Programming & Curriculum Development:**
    - Facilitate and provide support for major fraternity and sorority programs, including the Fraternity and Sorority Community Retreat, recruitment events, Presidents Gatherings, and F/S Involvement Fair.
    - Coordinate and facilitate training for new members of fraternities and sororities at New Member Orientation, which covers academic success, hazing prevention, and personal wellness.
  - **Administration:**

- Assist in the management of administrative tasks, including rosters, reports, and maintaining the fraternity and sorority life website for Student Involvement.
- **Assessment, Research, & Learning:**
  - Improve initiatives and programs through engaging in assessment and evaluation, particularly for the Fraternity and Sorority Community Retreat, New Member Orientation, and monthly Presidents Gatherings.
  - Improve initiatives and programs through staying up to date on trends, research, and best practices in the field of fraternity and sorority advising.
- **Marketing & Communication:**
  - Develop resources, including marketing and publications, videos and online materials, and social media communication.
- **Stakeholder Engagement:**
  - Invest in campus partnerships by maintaining relationships with the Women's Resource Center, Health Promotion and Wellness, Athletics, and more.
  - Support new entities and colonies that are interested in forming at the University of Wisconsin-Milwaukee.

### General Responsibilities

- The responsibilities of this position also include the development and support of general involvement initiatives and activities across campus which includes serving as an Involvement Ambassadors, a group of Student Involvement student staff dedicated to promoting involvement opportunities, co-planning the Student Excellence Awards, the celebration of student organizations, leadership, and employment, and other opportunities as they arise.
- Develop programs, services, and initiatives that enhance UWM students' opportunities to connect, lead, create, learn, explore, and celebrate.
- Lead and/or provide substantial support for Student Involvement programs held both on- and off-campus.

### Minimum Qualifications – All Qualified Candidates Must:

- Be enrolled either half-time or full-time in a graduate degree-bearing program.
- Maintain a minimum of a 2.5 cumulative GPA and 2.5 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. Prior or current membership in student organization(s) and/or fraternities/sororities may assist candidates to be successful in this position.
- Communication Skills – including oral, written, and electronic communication, specifically comfort in public speaking and group facilitation.
- 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 college 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.

### Time Commitment:

This position will require up to 24 hours of work per week (an average of 20 hours per week). It requires a flexible time commitment. Work will be done during normal business hours and on some weekends and evenings.

**Compensation:**

- The hourly rate of pay for this position is \$14.00 for 20 hours per week and pays bi-weekly on Thursdays.
- On-going professional development and mentoring opportunities.
- This position does not offer tuition remission.

**Contact information:** Please direct all specific questions about position to Angela Calise, Assistant Director of Student Involvement for Leadership Programs ([calise@uwm.edu](mailto:calise@uwm.edu)).

**Application Instructions:** If interested in applying, please send a resume to Angela Calise, Assistant Director of Student Involvement for Leadership Programs ([calise@uwm.edu](mailto:calise@uwm.edu)).