

University of Wisconsin-Milwaukee
University Housing Residence Life Assistant Position Description

Position Duration: August to mid-May; renewable based upon performance.

*Housing has summer continuation opportunities if wanting to reside in Housing over summer months.

Reports to: Academic & Community Engagement Coordinator (University Housing)

Compensation: Staff is provided a single room in residential apartment facility, a \$600 monthly stipend, and partial meal plan in gold dollars in exchange for approximately 15 hours per week and additional on-call responsibilities. **If Marquette student in the Student Affairs in Higher Education master's program, a 6-credit tuition scholarship is likely**

Residence Life Assistant for Living Learning Communities & Academic Initiatives (live in position)

- Host large-scale general LLC kickoff event in the fall and spring semester, and other general LLC initiatives (example: LLC Icon Competition, Homecoming Banner Competition, Go MKE).
- Provide LLC coordinator support with Quarterly Collaborative meetings through research, agenda creation, meeting setup, and facilitating discussions.
- Oversee LLC email account and blog.
- Support trip planning process to ensure learning outcomes and trip goals fit LLC theme.
- Help with training LLC RAs and Peer Mentors on LLCs and how to host successful events.
- Provide support for each LLC's 2 required programs per semester through brainstorming, help with event implementation, attendance, and assessment. Meet with LLC RAs when needed.
- Help with research and assessment of living and learning communities.
- Plan and implement educational initiatives, such as Smart Panther and Academic Refresh, and provide support for larger Housing Academic Initiatives, such as Golden Ticket.
- Oversee initiatives to increase tutoring and academic resources in the residence halls.
- Provide support to campus PRIDE mission
- Serve on duty rotation (outlined below)
- Provide support to University Housing professional staff through other duties as assigned

Residence Life Assistant Duty Rotation Expectation

Each resident life assistant will be "on duty" a total of 21 days per semester, and will respond to lower-level calls (alcohol over-intoxication, suspicious smells, etc). During this time they will be:

- First-responders for South Campus if RPSOD lives on North Campus. During this time they will be available to respond to situations in Kenilworth, Riverview, and Cambridge, and must work in one of those buildings between 7pm to 2am. RPSOD will call them to respond to calls that require physical presence.
- First-responders for North Campus if RPSOD lives on South Campus. During this time, they will be required to work in Sandburg from 7pm to 2am. RPSOD will call them to respond to calls that require physical presence.
- At all times, if Kenilworth is evacuated for fire, they will act as a support to evacuation needs whenever present.

Preferred Qualifications:

- Enrollment in Higher Education & Student Affairs, College Student Personnel, or other college student experience related masters program
- Previous experience in RA or other duty/on-call roles on any university campus
- Previous experience with Living Learning Communities or other Academic Initiatives
- Large scale event planning experience
- Knowledge of the University of Wisconsin Milwaukee

Required Qualifications:

- Enrolled in a graduate program
- Driver's license, good driving record, and ability to become driver certified