

Position Title: Graduate Assistant for Traditions and Major Events

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

Reports to: Student Services Coordinator

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 individual, interested in working directly with students to develop and implement major campus events. This individual will assist students in the development of Campus Campout and other Fall Welcome events, co-advise the Geek Week planning team, serve as the primary lead planner for Earth Week, develop and implement Daytime Drop-In programming, and coordinate Gasthaus Trivia. This position will also have individual event planning and implementation responsibilities and will be responsible for developing marketing strategies to reach a diverse student body.

Responsibilities:

- Develop and provide onsite support for campus events, including but not limited to Campus Campout/Fall Welcome (August/September), Daytime Drop-in Programming (Fall Semester) Geek Week (March), Earth Week (April), and Gasthaus Trivia
 - Co-advise the Geek Week planning team. Work directly with student organizations on specific event implementation. Assume primary responsibility on the development and implementation of individual events. Maintain Geek Week's year-round social media content development
 - Support Fall Welcome events, including but not limited to Pantherfest (Panther Street Festival), Campus Campout, Sex and Drugs Show, and the Target Trip
 - Lead the planning and coordination of Earth Week by doing outreach to environmentally focused student organizations and departments. Curate the calendar for the week and lead the development and implementation for specific individual events. Manage a set budget for programming expenditures and remain within budget allocations
 - Design and execute Daytime Drop-In programs, which are designed to reach commuters and passerby students and engage them in fun and meaningful activities on campus
 - Coordinate bi-weekly Gasthaus Trivia program. Manage contract with external vendor, contribute to theme development, and administer the bi-weekly event
- Establish sound working relationships with student organizations, student leaders, campus and community partners, and faculty/staff advisors.
- Develop and implement marketing for programs, events, and services. Enhance outreach and marketing efforts using a variety of methods to attract a diverse student audience.

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- Develop event management plans (and/or support students in the development of these plans) that include all physical, technical, logistical, and staffing details.
- Serve as a university representative or contact for student events and work with community agencies or other campus departments in the execution of activities when appropriate.
- Assist with evaluation and assessment efforts for programs by developing evaluation strategies, collecting data, and analyzing results.
- 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 connect, lead, create, learn, explore, and celebrate.
- Lead and/or provide substantial support for Student Involvement programs.
- Positively represent Student Involvement and UW-Milwaukee through presentations, events, committee involvement, and university service.

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 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
- 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 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 require up to 20 hours of work per. It requires a flexible time commitment. Work will be done during normal business hours and on weekends and evenings.

Compensation:

- The hourly rate of pay for this position is \$12.00 for 20 hours per week, and pays bi-weekly on Thursdays
- On-going professional development and mentoring opportunities

Contact information: Please direct all specific questions about position to Krystal McCain, Student Services Coordinator (kamccain@uwm.edu).