

Position Title: Position Title: Graduate Assistant for Sociocultural Programming

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

Unit Location: Student Involvement, Union 357

Reports to: Sociocultural Program Manager

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 - Sociocultural Programming is looking for a dynamic, highly organized and self-motivated student employee who is passionate about serving the campus community by leading and developing programs that promote awareness and understanding of diverse identities, social justice and urban issues.

Specifically, this individual will focus on social justice leadership development through a workshop series as well as complementary programming. This includes the opportunity to partner with student organizations, campus departments, faculty, etc. The selected candidate will be expected to develop a comprehensive understanding of social justice education and leadership development, and maintain frequent contact with program participants. The selected candidate will also have the opportunity to learn a great deal about student development and co-curricular involvement at a large, public, urban research university and to connect with colleagues throughout the Division.

Responsibilities:

- Facilitate Lead the Change, a 6-week cohort-based social justice leadership development program.
- Continuously evaluate Lead the Change to ensure that it is responsive to the ever-changing needs of UWM's diverse student body.
- Develop marketing and outreach strategies to recruit participants to Lead the Change each semester.
- Develop complementary programs that augment curriculum, e.g. bringing in real-world experts who are actively addressing social justice issues, locally and nationally.
- Create and facilitate additional social justice leadership and inclusivity trainings as requested.
- Staff events during general and special hours.
- Maintain general Sociocultural phone line, e-mail, Facebook, Twitter and other social media.
- Represent the Sociocultural Programming department positively and professionally at all times.
- Maintain organized records.
- Actively participate in weekly meetings with the Sociocultural Program Manager.
- Perform other duties as assigned, including data entry, flyer distribution, etc.
- Support general involvement initiatives and activities across campus.

WHAT DO YOU WANT TO DO TODAY?

#dostuffUWM

CONNECT • • • LEAD • • • CREATE • • • LEARN • • • EXPLORE • • • CELEBRATE

- Specific responsibilities may reflect the successful candidate's interest and desired experiences as well as current department needs.

Minimum Qualifications – All Qualified Candidates Must:

- Be enrolled either half-time or full-time in a graduate degree-bearing program.
- Demonstrate interest in and knowledge of diverse identities, social justice and urban issues, including but not limited to topics of: race, ethnicity, gender, sexuality, spirituality, cognitive and physical ability and socioeconomic status.
- Be able to work evenings and some weekends. Program schedule may be developed to accommodate student's class schedule, but typically programs occur 1-2 evenings per week.
- Possess excellent interpersonal communication skills (written and verbal).
- Be personable, creative, responsible, organized and attentive to details.
- Possess excellent time management skills, including prioritization and multitasking.
- Be able to communicate orally both in person and on the telephone; be able to work at the computer. This position often requires physical activity such as light lifting and the ability to move throughout the UWM Student Union.

Preferred Qualifications – Candidates Are Also Assessed For Their:

- Experience – prior experience in event planning and program management
- Knowledge – understanding of the programming process including creating programmatic proposals, working within a budget, publicizing programs and meeting deadlines. Working knowledge, or willingness to learn, and use of student development theory in program development, implementation, and evaluation.
- Maturity – including sound judgment, flexibility, and willingness to accept responsibility and take initiative
- Interpersonal Skills – ability to interact effectively with others and develop collaborative partnerships; ability to negotiate with performers and vendors
- 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 typically involve 25 hours a week and requires a flexible time commitment. Programming Assistants are expected to maintain regular daytime office hours, which may be adjusted to accommodate for evening events.

Compensation

- The hourly rate of pay for this position is \$12.00 for 25 hours per week, and pays bi-weekly on Thursdays.
- On-going professional development and mentoring opportunities.