

Position Title: Late Night and Rec Center Programming Grad

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.

The **Union Recreation Center** is the campus's premier entertainment facility complete with 10 bowling lanes, 18 billiards tables, 4 table tennis tables, and the most up-to-date video game consoles. The Rec Center is the campus site for many Sport and Recreation courses, hosts weekly tournaments and special events, and provides a lounge and entertainment space for UWM students to have fun and relax.

Position Description:

Student Involvement is looking for an outgoing and dynamic individual interested in leading and managing late night programs for the Union Recreation Center and Student Involvement. The Late Night and Rec Center Programming GA is responsible for co-supervising a staff of twelve Rec Attendants. The manager is responsible for assisting the operations manager with staffing and supervision, including but not limited to recruitment and selection, training, scheduling, performance evaluations, payroll, coaching and disciplinary action. They are also responsible for the planning and implementation of late-night programs, such as our Gasthaus Trivia series, billiards/bowling tournaments, Live Music performances, etc., and is tasked with creating the marketing campaigns for those events and for the Rec Center's services.

Responsibilities (average of 20 hours per week):

- Programming & Marketing
 - Develop, plan and implement at least (3) late-night programs each semester (not including Fall and Winter Welcome programs), as well as at least (2) tournaments per semester
 - Involve and Coach Rec Attendants in the planning process as their interest and time allows
 - Co-plan and implement our Gasthaus Trivia Series at the Union's bar and grill establishment
 - Work closely with Sport and Rec to market and administer on-site intermural bowling and billiards programs

- Develop marketing for late-night programs and manage the overall Rec Center marketing campaigns, with assistance from Union Marketing
- Maintain active content across all Rec Center social media accounts, posting a minimum of two posts per platform per week. Update Rec Center website regularly and ensure that all programs and events are posted on the UWM app.
- Develop partnerships with other campus departments and constituents.
- Reservations
 - The Program Manager is responsible for arranging all our reservations
 - Promptly responds to reservation requests within 1 business day of the request being made
 - Reviews reservations weekly to confirm staffing needs with the operations manager, adjust actual usage/costs and approve for final invoicing
 - Communicates key reservation details in a timely and accurate manner to staff, supervisors, and other relevant parties (event services, marketing, campus partners etc.)
 - Regularly review reservation policies and makes adjustments as needed.
- Supervision:
 - Assist the operations manager to recruit, select, train, and develop all rec center staff, including the Assistant Manager
 - Coach and mentor staff to achieve high quality work performance and meet all Rec Center performance standards.
 - Participate in division-wide employment initiatives such as UWM GROW
 - Work closely with Student Services Coordinator to implement Individual Professional Development Plans for each employee
 - Plan and implement monthly career development staff meetings
 - Complete regular staff evaluations.
- Assessment and administration
 - Lead the evaluation and assessment efforts for late night programming by developing evaluation strategies, collecting data, and analyzing results.
 - Manage a budget of over \$7000 for Rec Center programming and \$4000 for Gasthaus Trivia remain within budget allocations.
 - Align the operations and programs of the Rec Center with Student Involvement's core values and outcomes and provide students with opportunities to explore, lead, learn, create, celebrate, and connect.

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 25 hours of work per week. 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 and pays bi-weekly on Thursdays.
- On-going professional development and mentoring opportunities.

Contact information: Please direct all specific questions about the Student Involvement— Late Night & Rec Center Programming position to Krystal McCain, Student Services Coordinator, at kamccain@uwm.edu or 414-229-5780.