Position Title: Student Involvement—Graduate Assistant for Arts and Cultural Programs

Position Begins: August 2021 through mid-May 2022; renewable based upon performance

Unit Location: Student Involvement, Union 357

Reports to: Senior 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 to serve a key role in the development and implementation of campus events and programs, and to assist in the oversight of three Union units: Union Art Gallery, Union Studio Arts and Craft Centre, and Union Cinema. This individual will have the opportunity to lead the planning and implementation of artistic, cultural and social events, develop marketing strategies to reach a diverse student body, and advise students in the event planning process. Additionally, this individual will assist with liaising for 16 arts-based student organizations. The selected candidate will have the opportunity to connect with students and colleagues throughout the Division, and learn about student development and co-curricular involvement at a large, urban university.

Responsibilities:

- Develop and provide onsite support for campus events, including but not limited to Explore MKE events (academic year), arts-focused markets (December and May), Share the Earth film series (academic year) and assist with programs in the Union Art Gallery, Union Studio Arts and Craft Centre, and Union Cinema.
- Develop and implement marketing for programs, events, and services. Assist in the development of comprehensive marketing plans, including print and electronic strategies: such as Facebook, Twitter, email and websites. Assist with outreach to UWM faculty and departments.
- Develop event management plans (and/or support students in the development of these plans) that include all physical, technical, logistical, and staffing details.
- Develop partnerships with campus and community partners, student leaders, organization officers and faculty/staff advisors for collaborative programming opportunities.
- Assist with evaluation and assessment efforts for programs by developing evaluation strategies, collecting data, and analyzing results.
- Manage a set budget for all programming expenses and remain within budget allocations.

- Liase for 16 arts-based student organizations and assist through event planning, organization renewal, and grant funding process.
- The successful candidate will be responsible for developing programs that align with Student Involvement's core values and outcomes and provide students with opportunities to explore, lead, learn, create, celebrate, and connect.
- Lead and/or provide substantial support for additional programs held both on- and off-campus including, but not limited to, involvement initiatives, celebrations, award ceremonies, cultural events, student organization fairs, university recruitment events, Distinguished Lecture Series, Common Read, athletic events, and other unit activities.
- Other duties as assigned.

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
- 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 by 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, willingness to accept responsibility and take initiative, ability to self-start and work independently.
- 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 typically involve 20 hours a week and requires a flexible time commitment. The individual will work with supervisor to establish schedule each semester that includes some day time hours, while being willing to work evening events and occasional weekends. Must be willing to provide occasional staffing assistance for other program areas within Student Involvement.

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.

Application Instructions: If interested in applying, please send a cover letter and resume to Linda Corbin-Pardee (lcpardee@uwm.edu).