Position Title: Graduate Assistant for Student Leadership Programs
Position Begins: August 2020 through mid-May 2021; renewable based upon performance
Unit Location: Student Involvement, Union 363
Reports to: Assistant Director for Leadership

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 graduate student employee to serve as a resource for involved student leaders and students interested in seeking co-curricular experiences on campus. This individual will provide support and leadership for the leadership programs and student employee training initiatives being developed by the department. The Student Leadership Programs staff includes three professional staff and three undergraduate Leadership Program Assistants, along with this grad position. This includes the opportunity to plan events, to participate in the development of leadership program curriculum and resources, to create marketing and communication materials, and to conduct presentations for various audiences. The selected candidate will also have the opportunity to learn about student development, student leadership, and co-curricular involvement at a large, public, urban research university and to connect with colleagues throughout the Division.

Responsibilities (average of 20 hours/week):
- Develop, coordinate, and implement leadership development workshops and programs, including:
  - Student Organization Conference Night: a mini-conference for UWM student org leaders.
  - Student Excellence Awards: celebration of student organizations, leadership and employment
- In conjunction with the Student Leadership Programs staff, collaborate to develop, coordinate, and implement a robust menu of leadership programs, including but not limited to:
  - Ignite: a six-week, entry-point leadership program
  - Sophomore Springboard: a six-week leadership program for second-year and transfer students
  - Leadership Excursions: off-campus, experiential leadership opportunities in Milwaukee
  - Transitioning Your UWM Experience from College to Career: a capstone leadership certificate for graduating students
  - Strengths for Students: small-group coaching sessions using the Clifton StrengthsFinder tool
  - Focus on the Future: a Spring Break leadership and professional development experience
  - Lead the Change: a six-week, social-justice leadership program

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• Off-campus leadership opportunities: including regional and national conferences.
• Support the initiative to connect every UWM student to involvement opportunities during their time in college through implementation of campus-wide programs.
• Develop resources, including marketing and publications, videos and online materials, and social media communication.
• Serve as a resource for student leaders regarding opportunities for leadership development, including assisting leaders in identifying needs and making referrals for training programs.
• Manage administrative tasks related to the position, including scheduling programs, evaluation and assessment of programs, tracking program participation, and maintaining organized records.
• Participate in on-going professional development regarding leadership topics, trends, & best practices.
• 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 held both on-/off-campus.
• Positively represent Student Involvement, and UW-Milwaukee through presentations, events, committee involvement, and university service.
• Specific responsibilities may reflect the successful candidate’s interest and desired experiences as well as current department needs. Specific program assignments will be determined in coordination with the supervisor and leadership team each year.

Minimum Qualifications – All Qualified Candidates Must:
• Be enrolled either half-time or full-time in a graduate degree-bearing program
• Maintain 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 & 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

Time Commitment:
This position will require up to 20-25 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 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 Kirstin DeMartino, Assistant Director for Leadership (leih@uwm.edu).