

Position Title: Union – Student Involvement – Leadership Programs – Leadership & Student Organizations Graduate Assistant– Student Affairs

Position Duration: August 2022 through mid-May 2023 renewable based upon performance.

Unit Location: Student Involvement, Union 363.

Reports to: Coordinator for Greek Life & Leadership Programs (Student Involvement) - Assistant Director for Leadership Programs (Student Involvement).

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 an advisor and 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 organization initiatives being developed by the department. The Student Leadership Programs staff includes three professional staff and two undergraduate Leadership Program Assistants, along with this graduate position. This position includes the opportunity to plan events, participate in the development of leadership program curriculum and resources, support student organizations through the creation of resources and trainings, create marketing and communication materials, and conduct presentations for various audiences. The selected candidate will also 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. Selected candidates will be matched with position responsibilities that best suit their experiences, their personal/professional goals, and the needs of Student Involvement.

Potential Responsibilities (average of 20 hours/week):

Leadership Programs Responsibilities

- In conjunction with the Student Involvement/Student Leadership Programs staff:
 - **Programming & Curriculum Development:**
 - Develop, coordinate, and implement a robust menu of Leadership Programs. May include a combination of the following:

- **Ignite Leadership Insititute:** Co-manage this six-week entry-point leadership program. Serve as outreach facilitator between students, staff, and coaches. Opportunity to serve as a small group facilitator.
- **Chancellor's Leadership Program:** Co-manage this community impact leadership experience targeting students in their second to last year of college.
- **Leadership Springboard:** Co-lead this six-week leadership program for sophomores and transfers.
- **Strengths for Students:** Co-manage small group coaching sessions using the Clifton StrengthsFinder tool.
- Develop new and innovative leadership development initiatives.
- Develop, coordinate, and implement student organization leadership development workshops, programs, and initiatives. May include a combination of the following:
 - **COMPASS:** Assist with various leadership development opportunities for Student Organizations.
 - **Student Excellence Awards:** Co-manage the celebration of student organizations, leadership, and employment.
 - **Involvement Ambassadors:** Co-lead the group of Student Involvement student staff dedicated to promoting involvement opportunities.
 - **Fall & Winter Involvement Fairs:** Assist with the planning and support of these student organization fairs.
 - **The 414 Newsletter:** Assist with the student involvement newsletter.
- **Supervision:**
 - Supervise one to three (1-3) Leadership Program Assistant(s), undergraduate student workers who assist with Student Leadership Programs operations.
- Support initiatives to connect every UWM student to involvement opportunities during their time in college through implementation of campus-wide programs such as UWM Bucket List and Fall Welcome.
- **Marketing & Communication:**
 - Develop resources, including marketing and publications, videos and online materials, and social media communication.
- **Administration:**
 - Manage administrative tasks related to the position, including scheduling programs, evaluation, and assessment of programs, tracking program participation, and maintaining organized records.
- **Assessment, Research, & Learning:**
 - Improve initiatives and programs through engaging in assessment and evaluation, particularly for all Student Leadership Programs.
 - Participate in on-going professional development regarding leadership topics, trends, & best practices.
 - Off-campus leadership opportunities: including regional and national conferences.
- **Stakeholder Engagement:**
 - Invest in campus partnerships by maintaining relationships with colleagues across the division and in academic affairs.

- 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.

General Responsibilities

- 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 held both on- and off-campus.

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 25 hours of work per week (an average of 20 hours per week). It requires a flexible time commitment. Work will be done during normal business hours and on some weekends and evenings.

Compensation:

- The hourly rate of pay for this position is \$14.00 for 20 hours per week and pays bi-weekly on Thursdays.
- On-going professional development and mentoring opportunities.
- This position does not offer tuition remission.

Contact information: Please direct all specific questions about position to Angela Calise, Assistant Director of Student Involvement for Leadership Programs (calise@uwm.edu).

Application Instructions: If interested in applying, please send a resume to Angela Calise, Assistant Director of Student Involvement for Leadership Programs (calise@uwm.edu).