University Housing Residence Life Assistant Position Description

Position Duration: August to mid-May; renewable based upon performance.
*Housing has summer continuation opportunities if wanting to reside in Housing over summer months.

Reports to: Academic & Community Engagement Coordinator (University Housing)

Compensation: Staff is provided a single room in residential apartment facility, a $600 monthly stipend, and partial meal plan in gold dollars in exchange for approximately 15 hours per week and additional on-call responsibilities. 6 tuition credits in the Marquette SAHE program are also provided by Marquette.

Residence Life Assistant for Living Learning Communities & Academic Initiatives (live in position)
- Host large-scale general LLC events in the fall and spring semester, such as LLC Icon Competitions, Homecoming Banner Competitions, Go Milwaukee, etc.
- Provide LLC coordinator support with Quarterly Collaborative meetings though research, agenda creation, meeting setup, and facilitating discussions.
- Support trip planning process to ensure learning outcomes and trip goals fit LLC theme.
- Oversee LLC email account and social media.
- Help with training LLC RAs and Peer Mentors on LLCs and how to host successful events.
- Provide support for each LLC’s 2 required programs per semester through brainstorming, help with event implementation, attendance, and assessment. Meet with LLC RAs when needed.
- Help with research and assessment of living and learning communities.
- Plan and implement educational initiatives, such as Smart Panther and Academic Refresh, and provide support for larger Housing Academic Initiatives, such as Golden Ticket.
- Oversee initiatives to increase tutoring and academic resources in the residence halls.
- Provide support to campus PRIDE mission
- Serve on duty rotation (outlined below)
- Provide support to University Housing professional staff through other duties as assigned

Residence Life Assistant Duty Rotation Expectation
Each resident life assistant will be on the professional staff duty rotation approximately 16 evenings per semester. Evening duty takes place 5pm-9am (with flexibility/scheduling around academic courses). At all times, if Kenilworth/residential building living in is evacuated for fire, they will act as a support to evacuation needs whenever present.

Preferred Qualifications:
- Enrollment in Higher Education & Student Affairs, College Student Personnel, or other college student experience related masters program
- Previous experience in RA or other duty/on-call roles on any university campus
- Previous experience with Living Learning Communities or other Academic Initiatives
- Large scale event planning experience
- Knowledge of the University of Wisconsin Milwaukee

Required Qualifications:
- Enrolled in a graduate program
- Driver’s license, good driving record, and ability to become driver certified