

University Housing Residence Life Assistant Position Descriptions (3 positions)

Overview: University Housing is recruiting for 3 Residence Life Assistant positions. Each position has a separate focus/specialty area – one focusing on Living Learning Communities & Academic Initiatives, one focusing on Student Leadership & Programming, and one focusing on Residence Life Operations. All 3 are live-in positions that serve on the duty rotation with the live-in Residence Life Coordinators/Hall Directors.

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: Area Coordinators in University Housing

Compensation: Staff is provided a single room in residential apartment facility, a \$900 monthly stipend, and partial meal plan in gold dollars in exchange for approximately 15 hours per week and additional on-call responsibilities.

POSITION #1: 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 through 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 LLCs and academic initiatives
- 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
- Provide support to University Housing professional staff through other duties as assigned.

POSITION #2: Residence Life Assistant for Student Leadership & Programming (live in position)

- Serve as an advisor for the Panther Activities Committee (PAC) student event planning organization. This includes regular meeting attendance (minimum bi-weekly), weekly late-night event attendance, additional planning as necessary, and consistent meeting with board members.
- Work on departmental projects to increase student engagement within University Housing, such as the returner self-assignment fair and semester recruitment strategies.
- Serve on SHAC's Independent Elections Committee during the spring semester.
- Help with leadership programming and advising support for all professional staff, such as SHAC SHamboree, and attending council and NRHH meetings per request.
- Help with assessment of leadership initiatives within University Housing.
- Plan and implement large-scale programming with campus partners, such as Fall Welcome, Homecoming, the Career Planning and Resource Center, UW Credit Union, Center for Community Based Learning, Leadership, and Research, etc.
- Host monthly social and/or educational events in Kenilworth Square Apartments.
- Provide support to the PRIDE mission.
- Serve on duty rotation
- Provide support to University Housing professional staff through other duties as assigned
- Serve as a resource for staff and students

POSITION #3: Residence Life Assistant for Desk Operations (live in position)

- Serve as the co-supervisor of a Service Desk operation (Sandburg or Cambridge/Riverview) ranging from eight to twenty five employees
- Provide exceptional customer service to internal and external constituents
- Recruit, hire, train and evaluate student staff
- Provide ongoing staff development and programs
- Maintain staffing levels for a 24/7 operation
- Serve as a resource for staff and students
- Work weekly desk shifts
- Serve on duty rotation
- 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. Additional flexibility given for coursework.

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, Academic Initiatives, or

Leadership Organizations

- 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