Position Title: Graduate Assistant for Student Organization Administration

Position Duration: August 2020 through mid-May 2021; renewable based upon performance

Reports to: Assistant Director for Student Involvement (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 students in student organizations and students interested in seeking co-curricular experiences on campus. This individual will provide support for registering student organizations and help them remain in good standing, as well as accessing resources and training initiatives being developed by the department for student organizations. This includes the opportunity to plan events, participate in the development of training curriculum and resources, create marketing/communication materials, and conduct presentations for various audiences.

Position Specific Responsibilities in Student Involvement (average of 20 hours per week):

- Assist in the overall administration of student organizations, which includes the following: registrations, advising, publications, training and other support resources, as well as tracking data regarding student organizations (online student organization management platform).
- Participate in the ongoing development and implementation of training and resources that meet the needs of various audiences, including current student organizations (officers and members), new student organizations, student employees, and others.
- Develop resources such as marketing and publications, videos and online materials, and social media communication.
- Connect with and serve as a resource for involved students regarding opportunities for training and leadership development, including assisting officers in identifying group needs and making referrals for training programs and resources.
- Manage administrative tasks related to the position, including scheduling programs and student meetings, evaluation and assessment of programs, and tracking data regarding program participation.
- Assist with the planning and support of Involvement Fairs (student organization fairs) and 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.
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 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 and 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 20 hours per week in Student Involvement). 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

Application Instructions: If interested in applying, please send a cover letter and resume to Rachael Tregler (rtregler@uwm.edu).

Contact information: Please direct all specific questions about the position to Tom Dake, Assistant Director for Student Involvement (dake@uwm.edu).