

Division of Student Affairs  
University of Wisconsin-Eau Claire  
Housing and Residence Life

**Title: Graduate Assistant – Residence Hall Leadership Programs and Initiatives**

**Department:** Housing and Residence Life

**Reports to:** Hall Director directly, Associate Director indirectly

**Classification:** Graduate Student Intern

**Hours of work:** Approximately 20 hours per week; may include some night and weekend hours

This is an academic year graduate student staff appointment, with potential summer employment opportunities, which primarily serves in the management, maintenance, development, and support of the Housing leadership programs, under the direction of the Assistant Director of Leadership and Education and is a Campus Security Authority.

**Requirements**

Candidate must possess a Bachelor's Degree and previous living or employment experience in residence halls. Ideal candidates will have an interest in pursuing a future career in Higher Education or related field and/or have evidence of solid performance as a staff member. Individuals who are successful should possess solid interpersonal, programmatic and administrative skills. Must be eligible for at two year appointment, subject to renewal annually based on performance and enrolled as a full time graduate student in the UW-La Crosse Student Affairs Administration UWEC partner program.

- **8 Hrs – Serve as co-advisor for the Residence Hall Association**
  - Develop and deliver a semesterly training and evaluation program for elected officers in the residence hall government structure.
  - Coordinate the logistics for student travel to state, regional, and national conferences, with the assistance of a delegation advisor from the full-time professional staff.
- **5 Hrs - Serve as co-advisor for the National Residence Hall Honorary**
  - Assist in the coordination of the Fall Leadership Retreat
- **3 Hrs- Initiate and/or complete assignments to support departmental initiatives including:**
  - Recruit, hire, train, supervise, and maintain the campus security shuttle team, operation, and promotion  
OR
  - Recruit, hire, and supervise the Housing Graphic Design Team
- **3 Hrs- Project/committee work**
  - Blugold Welcome Week Programming (summer/early fall)
  - Recruit, hire, train, and supervise the Break Staff team and operation
  - RA Recruitment/Selection Collaboration
  - Family Weekend
  - House Calls Student Outreach Program
  - Judicial Hearings
- **1 Hr – Serve in semester duty rotation/respond to crisis situations**

**Stipend:**

\$14,000 for July 23, 2018 to May 25, 2019. Health Insurance and on-campus housing will also be provided.

\*\* Additional summer work may be available.

**APPLICATION PROCEDURE: Applications are submitted electronically.**

Please apply by e-mailing the following to Deborah Newman at [newmandl@uwec.edu](mailto:newmandl@uwec.edu)

Please submit a single pdf file within the resume attachment. It is not necessary to attach the cover letter and references separately. Be sure to include the following in your application:

- \* Letter of application
- \* Resume

\* Contact information for three references

Priority consideration will be given to applications received on or before 2/27/17 and may continue until the position is filled. If you have questions, please contact Deborah Newman at [newmandl@uwec.edu](mailto:newmandl@uwec.edu) or 715-836-3675.

The university reserves the right to contact additional references with notice given to the candidates at an appropriate time in the process. Applicants' names are subject to public release unless confidentiality has been requested in writing. Names of all finalists must be released upon request. A criminal background check will be required prior to employment.

***UW-Eau Claire is an AA/EEO/Veterans/Disability employer dedicated to enhancing diversity, equity, and inclusivity.***

Revised 10/17