

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

Title: Graduate Assistant – Think Tank Management and Programming 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 oversees the Think Tank programming operation, 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.

- **10 Hrs- Think Tank Operational Management (Housing Resource Center)**
 - Hire, train, assign duties, monitor, and evaluate 15-20 student Housing Specialists (Fish) working in the Think Tank resource space
 - Maintain Program Support Database via program approval process, in cooperation with the Hall Director and Housing Project Crew staffs
- **5 Hrs- Specialty Program Initiatives**
 - Collaborate with RHA and NRHH programming chairs/coordinators by advising program planning and development
 - Assist with the training, development, and advising of the Living Learning Community Programmers, in conjunction with the efforts of the Assistant Director of Leadership and Education, and the supervising Hall Directors
- **2 Hrs- Initiate and/or complete assignments to support departmental initiatives**
 - Development, improvement, and/or maintenance of the reporting system, utilized by the Housing staff and leadership teams, including surveys, forms, requests, and event publication
- **3 Hrs- Project/committee work**
 - Blugold Welcome Week Programming (summer/early fall)
 - Recruit, hire, train, supervise the Break Staff team and operation
 - RA Recruitment/Selection Collaboration
 - Family Weekend
 - House Calls Student Outreach Program
 - Judicial Hearings

1 Hr – Serve in the 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

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 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