

Division of Student Affairs
University of Wisconsin-Eau Claire
Graduate Assistant Student Intern position
Activities, Involvement & Leadership – Greek Life and Volunteerism

The Graduate Assistant for Activities, Involvement & Leadership – Greek Life and Volunteerism works closely with the Activities, Involvement & Leadership Team to support and assist serving the needs for the Greek Life community and their advisors along with providing support for volunteerism programming to engage the campus and the community.

This position is supervised by the Assistant Director of Activities, Involvement & Leadership and reports to the Coordinator of Student Leadership and Greek Life and is designed to provide an emerging higher education professional a rich experience within the field of student affairs. The expected amount of work hours will be 20 hours per week.

Objectives:

- To provide an emerging higher education professional a rich experience in the field of Student Affairs
- To help provide support to the staff in the Activities, Involvement & Leadership Office
- To execute, understand and integrate co-curricular programming on our campus as it is tied specifically to your graduate assistantship and what you are learning in your graduate program. In other words, how can you contribute to benefit the student body at the University of Wisconsin-Eau Claire
- To provide you with the opportunity to understand co-curricular student learning outcomes and how to incorporate them into programming; leadership skill development and applicable experiences to ultimately, prepare you for a career in a Higher Education setting.

Responsibilities:

- Co-advise the PanHellenic Council and Interfraternity Council, the governing bodies of the Greek community. This includes providing individual support and strong relationship development, promoting accountability, programmatic support, and overall leadership development of the students involved.
- Play a leadership/mentor roll to undergraduate students with an emphasis on student development and helps to facilitate enrichment opportunities for students especially as related to personal development, leadership training and organizational skills
- Co-advise the Order of Omega, the Greek Honor Society, and assist them with programmatic expansion, scholarship initiatives, and leadership trainings
- Assist with the Alternative Spring Break immersion experience and co-facilitate the experience for 20 students
- Assist the Coordinator with volunteerism and service-focused programming for the student body
- Update and maintain volunteerism resources such as the Volunteer Network website, Volunteer Mailing List, and help promote current volunteer opportunities
- Other duties as may be assigned from time to time

Overall Departmental Goals

- Assists in development and implementation of assessment, evaluation, and research activities as it relates to student engagement.
- Ability to serve in multiple roles by stepping in to fill to support the needs of the AIL office

- Serve on University committees as assigned.
- Other duties as may be assigned from time to time

The successful candidate will demonstrate the following key competencies:

- Friendly customer service and problem analysis and solving
- Flexibility and a strong sense of initiative
- Attention to detail and accuracy
- Clear communication, both written and verbal
- Collaboration and willingness to be a team player
- Data collection
- Good listening skills
- Initiative and ability to work independently and effectively on multiple tasks
- Understanding of and an interest in working with a diverse student population

Training:

There will be a training schedule developed for the Graduate Assistant so the position will meet demands of the position. In addition, there will be regular supervision to enhance the Graduate Assistant's development to receive guidance and support.

Office Location:

Davies Center 220

Stipend:

\$11,000 for August 1, 2018 to May 31, 2019. On-campus housing will also be provided. If off-campus is not accepted, stipend is negotiable.

How to Apply:

Interested candidates must send a cover letter, resume and 3 references to:

UWEC – University Centers
105 Garfield Ave
240D – Davies Center
Eau Claire, Wi 54702-4004

Or submit electronically to Kristin Schumacher, Director of University Centers, schumakf@uwec.edu

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