

University of Wisconsin-Eau Claire
Dean of Students Office Graduate Intern position
Division of Student Affairs - Student Affairs and Dean of Students Office

The Graduate Student Intern will specialize in providing critical follow up with students of concern or those who are experiencing a crisis, and assisting with student misconduct. The Intern will collaborate with students, faculty, and staff to assist students. Normal business hours are 8:00 a.m. to 4:30 p.m. Monday - Friday. This position will work twenty hours a week. This position will report to the Assistant Dean of Students.

Objectives:

- To provide a professional development experience in an office with campus wide responsibility
- To help provide support to the staff in the Student Affairs and Dean of Students Office in order to meet the diverse needs of students
- To develop projects that will benefit the student body at the University of Wisconsin-Eau Claire
- To provide the intern with the opportunity to develop their skills and increase their marketability as they look to professional opportunities in the future.

Requirements

Candidate must possess a Bachelor's Degree and some knowledge of residence hall living. 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 and administrative skills. Must be eligible for a 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, or a UWEC graduate program on campus.

Job Description

This position will work closely with Student Health Services, Counseling Services, International Education, University Police, Housing and Residence Life, Academics Deans, faculty members, Academic Advising, Financial Aid and others across campus in the community as needed.

The primary duties will include:

- adjudicating Blugold Code UWS chapter 17 & 18 student conduct cases
- provide education, prevention, and outreach efforts on Title IX related cases serving as a student advocate
- providing case management regarding mental health and academic concerns
- assisting with projects on campus civility and academic integrity
- staffing walk-in hours and scheduled student appointments
- other duties as assigned

APPLICATION PROCEDURE: Applications are submitted electronically.

Please apply by submitting a single pdf file with the following to Josh Engle – englejb@uwec.edu :

- * Letter of application
- * Resume
- * Contact information for three references

Priority consideration will be given to applications received on or before 2/27/18 and may continue until the position is filled. If you have questions, please contact Josh Engle englejb@uwec.edu or 715-836-5626.

Training:

There will be a training schedule developed for summer so the intern is well prepared to meet the demands of the position. In addition, there will be regular supervision to enhance the intern's development; discuss cases; and receive guidance and support.

Office Location:

Schofield 240

Stipend:

\$14,000 for August 1, 2018 to May 31, 2019. Health Insurance and on-campus housing will also be provided as an option.

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 11/17