

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

Title: Graduate Assistant – Towers Desk Operation

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 summer employment opportunities, which oversees a residence hall desk operation and is a Campus Security Authority. Within the scope of the Residence Life mission, this position will report to and assist the Hall Director in the creation of the best possible living and learning environment for the respective living areas. There may be optional additional break duty work available for this position.

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: · Desk Management

- Hire, train, assign duties, monitor, and evaluate 40-60 student desk workers in coordination with the Assistant Director for Facilities
- Manage and report inventory
- Prepare appropriate sales reports

9 Hrs: · Project work

- Initiate and/or complete assignments to support departmental initiatives including break hiring and training efforts.

1 Hr: · Cover Duty

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