

University of Wisconsin-Platteville
Division of Enrollment and Student Success

**MARKEE PIONEER STUDENT CENTER
GRADUATE ASSISTANT - CAMPUS ACTIVITIES**

Area/Department:	Markee Pioneer Student Center/Campus Programming and Relations
Budget Title:	Graduate Assistant Worker
Working Title:	Markee Pioneer Student Center Graduate Assistant – Campus Activities
Reports To:	Director of Campus Activities
Version Date:	December, 2017

This position supports the mission and goals of the division of Enrollment and Student Success, the University of Wisconsin-Platteville, and the University of Wisconsin System. This position works with student leaders and student employees to provide diverse educational, cultural, social, leadership, recreational and entertainment programs as part of the outside-of-the-classroom curriculum at UW-Platteville.

I. General Statement of Responsibilities

Assist the Student Center in the areas of advising Campus Programming and Relations (CPR) programming. Assist in marketing and assessing CPR events, and improving electronic communication to the student body. Assist with developing, coordinating and promoting student Leadership, Engagement, Volunteer Service, and Involvement opportunities as assigned.

II. Assigned Duties

- A. Co-Supervise CPR student leaders as assigned and attend CPR meetings, one-on-one advisory meetings, and CPR events.
- B. Assist with CPR Officer transition and developing training for CPR members.
- C. Assist with the developing goals, strategies and procedures for the implementation of CPR programming.
- D. Assist CPR Event Producers with event planning, and collect and report assessment data on the CPR programming.
- E. Become familiar with University Risk Management guidelines and assist in assuring CPR compliance. Monitor CPR event reservations, production, technical and logistical arrangements.
- F. Work with CPR staff to update CPR, Homecoming, Family Weekend, Late Night at the Markee and Welcome Weekend social media outlets.
- G. Research other comparable CPR organizations for programming ideas and benchmarking.
- H. Assist with planning Welcome Weekend, Family Weekend, Homecoming, and Late Night at the Markee.
- I. Assist with promoting involvement during UW-Platteville Preview Days and Organization Involvement Fairs.
- J. Assist with Student Center areas as needed, including serving as a representative on University committees.
- K. Embrace and support diversity and inclusivity as part of the educational process.
- L. This position involves work expectations outside of normal UW-Platteville office hours, e.g. night hours, weekend commitments, travel out-of-town, etc.

M. Other duties and responsibilities as assigned.

III. Training Objectives

- A. Meet with Student Center staff to increase knowledge.
- B. Read current publications.
- C. Complete a skill/competency assessment and discuss results with supervisor.
- D. Participate in meetings as assigned.
- E. Complete a personal plan of action.
- F. Attend regular staff and student team meetings.
- G. Attend a weekly one-on-one meeting with supervisor.

Graduate Assistantship Information

Graduate assistantships are listed as a 2-year program, with performance reviews for each year. This graduate assistantship position is available 2018-2019 Academic Year.

Employment Dates:

- Aug. 22, 2018 – May 17, 2019, with possible summer employment opportunities.

Financial:

- \$15,000 stipend for a 20 hour a week graduate assistantship paid once a month for the 9 months of the Academic year.

Benefits:

- Eligible for out of state tuition waiver
- Eligible for Health Insurance plan
- \$850 in Pioneer Passport Funds for use for meals on-campus
- If funding permits, professional development for an Annual Conference up to \$1,000

Application Process:

Send letter of application, resume, and contact information for three references, in electronic format, to:

kratzl@uwplatt.edu

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