

University of Wisconsin-Platteville
Division of Enrollment and Student Success

**MARKEE PIONEER STUDENT CENTER
GRADUATE ASSISTANT - FRATERNITY AND SORORITY LIFE**

Area/Department: Markee Pioneer Student Center/Pioneer Involvement Center
Budget Title: Graduate Assistant Worker
Working Title: Markee Pioneer Student Center Graduate Assistant – Fraternity and Sorority Life
Reports To: Assistant Director-Involvement
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 build a sense of community that is inclusive and encourages collaboration, communication, leadership and civic engagement 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 Fraternity and Sorority Life (FSL) and FSL programming. Assist with FSL programming, events, and reporting. Assist with developing, coordinating and promoting student Leadership, Engagement, Volunteer Service, and Involvement opportunities as assigned.

II. Assigned Duties

- A. Advise FSL governing organizations as assigned.
- B. Assist with FSL Executive Officer transition, goal setting and meetings for FSL governing organizations.
- C. Assist with the implementation of all FSL policies by developing strategies and procedures to implement the required items.
- D. Collect and report data on the Greek Achievement Report for each chapter.
- E. Collect Risk Management guidelines and meet with Chapter Presidents and Risk Management Officers to review expectations. Become familiar with University Risk Management guidelines and assist in assuring compliance.
- F. Assist all FSL entities in maintaining updated social media and PioneerLink records.
- G. Research other comparable FSL offices for information on policies, procedures and programs.
- H. Coordinate Summits and workshops for the FSL community.
- I. Assist with the Leadership Conference, Leadership Awards and other programs.
- J. Assist with promoting involvement during UW-Platteville Preview Days and Organization Involvement Fairs.
- K. Assist with Student Center areas as needed, including serving as a representative on University committees.
- L. Embrace and support diversity and inclusivity as part of the educational process.
- M. This position involves work expectations outside of normal UW-Platteville office hours, e.g. night hours, weekend commitments, travel out-of-town, etc.
- N. 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

Lisa Kratz, EdD
Director, Markee Pioneer Student Center
University of Wisconsin – Platteville
Platteville, WI 53818-3099

608-342-1895