

University of Wisconsin-Platteville  
Division of Enrollment and Student Success

**MARKEE PIONEER STUDENT CENTER  
GRADUATE ASSISTANT – PIONEER INVOLVEMENT CENTER**

Area/Department: Markee Pioneer Student Center/Pioneer Involvement Center  
Budget Title: Graduate Assistant Worker  
Working Title: Markee Pioneer Student Center Graduate Assistant – Pioneer Involvement Center  
Reports To: Involvement Coordinator-Student Organizations  
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 Pioneer Involvement Center (PIC) programming and student staff supervision. Assist with developing, coordinating, promoting and assessing student Leadership, Engagement, Volunteer Service, and Involvement opportunities as assigned.

II. Assigned Duties

- A. Supervise PIC student leaders as assigned.
- B. Assist with PIC student leader transition, goal setting and team meetings.
- C. Assist with the implementation of PIC programming.
- D. Collect and report data on the PIC programming.
- E. Assist in social media and public relations promotion for the PIC and the Student Center.
- F. Assist with all PIC programs including Leadership Conference, Leadership Awards, Living Learning Community, and other programs.
- G. Assist with student organization support and outreach via PioneerLink.
- H. Assist with student organization registration, Student Organization Committee, student travel reimbursement and other administrative student organization tasks.
- I. Become familiar with University Risk Management guidelines and assist in assuring compliance.
- J. Assist with Segregated University Fee Allocation Committee (SUFAC) advising and support.
- K. Assist with promoting involvement during UW-Platteville Preview Days, and coordinate and promote Organization Involvement Fairs.
- L. Assist with Student Center areas as needed, including serving as a representative on University committees.
- M. Embrace and support diversity and inclusivity as part of the educational process.
- N. This position involves work expectations outside of normal UW-Platteville office hours, e.g. night hours, weekend commitments, travel out-of-town, etc.
- O. 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](mailto:kratzl@uwplatt.edu)

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

608-342-1895