

POSITION DESCRIPTION

Official Title/Classification:	Graduate Assistant
Working Title (if applicable):	Eagle Mentoring Program Graduate Assistant
Department/Unit:	
College/Division:	Access, Belonging, & Compliance
Reports to (name & official title):	Assistant Vice Chancellor for Access, Belonging, & Compliance
Position Type:	☐ University Staff ☐ NIAS ☐ Administrative ☐ IAS ☐ Faculty
Appointment %:	

1. Position Summary Statement

The division for Access, Belonging, & Compliance is seeking a dynamic, detail-oriented, and culturally competent-minded Graduate Assistant to support the Eagle Mentoring Program (EMP), a program that benefits second-year students, and has a focus on introducing underrepresented students to career paths that require post graduate work. The position will work 20 hours per week and will report directly to the Assistant Vice Chancellor for Access, Belonging, & Compliance.

NOTE: Please indicate % of time associated with essential and additional duties. Total combined must equal 100%.

2. Essential Job Functions and Responsibilities. What major duties are required for the position? Include **fiscal** and **supervisory** responsibilities.

Program Coordination & Event Planning

- Coordinate Professional Dinner” for Fall semester
- Coordinate the “Spring Field Trip” a weekend at an R1 research institution for EMP scholars, including:
 - Organizing a graduate studies introductory presentation and campus tour
 - Reserving lodging and transportation
 - Reserving community events with a multicultural focus

Course/Student Engagement & Support

- Serve as the Teaching Assistant for the one-hour weekly course, helping to support the instructor with classroom management/experience, course logistics, and assessment
- Recruit and interview students for the following year’s Eagle Mentoring Program (EMP) cohort
- Foster relationships within the EMP student cohort and UWL community
- Hold office hours and scheduled hours for students in the course
- Assist in updating the Eagle Mentoring Program webpage and managing associated virtual medias



3. **Additional duties and responsibilities.** Responsibilities/important duties performed in addition to the essential duties of the position.

Other duties as assigned, reflective of unit and divisional mission and values.

4. **Knowledge/Skills and Abilities.** Include which are required, preferred or desirable.

Required:

- Enrollment in a graduate program
- Strong communication skill (written and oral)
- Experience with coordinating events
- Strong written and verbal communication skills.
- Familiarity with creating spaces of belonging for all students