

# University of Wisconsin Eau Claire

<b>Job Title:</b> Graduate Assistant Student Involvement Intern position	
<b>Supervisor:</b> Sara Thommesen, Senior Coordinator of Engagement	<b>Department:</b> <a href="#">Activities, Involvement &amp; Leadership</a>
<b>E-mail:</b> <a href="mailto:thommese@uwec.edu">thommese@uwec.edu</a>	<b>Phone:</b> (715) 836-4020
<b>Start Date:</b> August 1, 2023	<b>End Date:</b> May 31, 2024
<b>Compensation/benefits:</b> \$14,000 stipend for 10-month contract, approx. 20 hours/week <ul style="list-style-type: none"> <li>• On-campus apartment provided</li> <li>• Eligible for <a href="#">health insurance</a> through the UW System</li> </ul>	
<b>About the Institution:</b>	<p>Consistently rated in the Top 10 public Midwestern universities, the University of Wisconsin-Eau Claire is one of 13 four-year public institutions in the University of Wisconsin System. Current undergraduate enrollment is over 10,000 students with over 60% being Wisconsin residents. Students can participate in over 80 majors in an average class size of 21. Campus Pride also ranked UWEC the Best College in Wisconsin for LGBTQ+ students. Eau Claire is located about 90 miles from the Twin Cities in Minnesota. For more information, please view the university <a href="#">website</a>.</p>
<b>Position Summary</b>	<p>The Graduate Assistant for Activities, Involvement &amp; Leadership works closely with the Activities, Involvement &amp; Leadership Team to work with student organizations, social and educational programs and support for campus-wide activities.</p> <p>This position is supervised by the Director of Activities, Involvement &amp; Leadership and reports to the Senior Coordinator of Engagement and is designed to provide an emerging higher education professional a rich experience within the field of student affairs. The expected amount of work hours will be 20 hours per week.</p> <p><b><u>Objectives:</u></b></p> <ul style="list-style-type: none"> <li>• To provide an emerging higher education professional a rich experience in the field of Student Affairs</li> <li>• To help provide support to the staff in the Activities, Involvement &amp; Leadership Office</li> <li>• To execute, understand and integrate co-curricular programming on our campus as it is tied specifically to your graduate assistantship and what you are learning in your graduate program. In other words, how can you contribute to benefit the student body at the University of Wisconsin-Eau Claire</li> <li>• To provide you with the opportunity to understand co-curricular student learning outcomes and how to incorporate them into programming; leadership skill development and applicable experiences to ultimately, prepare you for a career in a Higher Education setting.</li> </ul> <p><b><u>Training:</u></b></p> <ul style="list-style-type: none"> <li>• There will be a training schedule developed for the Graduate Assistant so the position will meet the demands of the position. In addition, there will be regular supervision to enhance the Graduate Assistant's development to receive guidance and support.</li> </ul> <p><b><u>Competencies:</u></b></p> <p>The successful candidate will demonstrate the following key competencies:</p>

	<ul style="list-style-type: none"> <li>• Friendly customer service and problem analysis and solving</li> <li>• Flexibility and a strong sense of initiative</li> <li>• Attention to detail and accuracy</li> <li>• Clear communication, both written and verbal</li> <li>• Collaboration and willingness to be a team player</li> <li>• Data collection</li> <li>• Good listening skills</li> <li>• Initiative and ability to work independently and effectively on multiple tasks</li> <li>• Understanding of and an interest in working with a diverse student population</li> </ul>
<p><b>Primary Duties:</b></p>	<p>Play a leadership/mentor role to undergraduate students with an emphasis on student development while helping to facilitate enrichment opportunities for students especially as related to personal development, leadership training and organizational skills.</p> <p>Student Organization Programming Support</p> <ul style="list-style-type: none"> <li>• Co-advise the Student Organizations Commission of the Student Senate – assisting with annual re-registration requirements, funding processes, communications, student organization trainings, event planning and execution, outreach and policymaking.</li> <li>• Serve as a campus administrator of Blugold Connect+ (Campus Groups) – managing homepage advertising, management of app feed communications, providing trainings, and growth/expansion efforts</li> <li>• Assist with weekend and evening programming by coordinating logistics of events including contract negotiations, venue needs and student staffing.</li> </ul> <p>Event Planning &amp; Programming Support</p> <ul style="list-style-type: none"> <li>• Participate in planning and execution for social and educational campus-wide activities and events. This includes but is not limited to Blugold Welcome, The Forum/Artists Series, Blu’s Organization Bash, Homecoming and other such programs.</li> <li>• Assist with evening and weekend programming by coordinating logistics of events including possible contract negotiations, venue needs, and student staffing.</li> </ul> <p>Supervision of Student Organization &amp; Leadership Center Front Desk Team</p> <ul style="list-style-type: none"> <li>• Assist the AIL Office Manager in primary supervision of the front desk student staff</li> </ul> <p>General Departmental Goals</p> <ul style="list-style-type: none"> <li>• Assist in development and implementation of assessment, evaluation, and research activities as it relates to student engagement.</li> <li>• Ability to serve in multiple roles by stepping in to fill to support the needs of the AIL office</li> <li>• Serve on University committees as assigned.</li> <li>• Other duties as may be assigned from time to time</li> </ul> <p>For further questions, please contact the department – see contact info at top of prior page</p>

Revised January 2023