

University of Wisconsin Eau Claire

Job Title: Graduate Assistant for Enrollment Management <i>Job Areas of Focus: Academic Advising, Orientation, Family Programs</i>	
Supervisor(s): <ul style="list-style-type: none"> • Taylor Zeimet (Assistant Director for Orientation) zeimettm@uwec.edu • Josh Bach-Hanson (Retention Specialist) bachhajr@uwec.edu 	Department: Advising, Retention, & Career Center Phone: 715-836-3487
Start Date: August 21, 2023 (*or June 5, 2023 – see below)	End Date: May 26, 2024
Compensation: \$14,000 for 10-month contract, average 20 hours/week <ul style="list-style-type: none"> • *Additional \$4,000 for 2 months in the summer working New Student Orientation, average 30 hours/week • Eligibility for free housing for the duration of contract • Flexible scheduling – options for in office and virtual work throughout the year 	
About the Institution:	Founded in 1916, the University of Wisconsin-Eau Claire is one of 13 four-year public institutions in the University of Wisconsin System. Current undergraduate enrollment is around 10,000 students, and students can participate in over 200 academic programs. Among other accolades, UW-Eau Claire is one of only three universities in the world with a research agreement with Mayo Clinic Health System. Learn more about UWEC here.
Primary Duties:	<p>Academic Advising</p> <ul style="list-style-type: none"> • Provide academic / career advising to a caseload of undeclared/exploring students • Proactively reach out to students who may need additional support (contribute to retention efforts across campus) <p>New Student Orientation & Welcome Programs</p> <ul style="list-style-type: none"> • Assist with hiring, training, and supervision of Orientation Assistants (about 20) and Welcome Week Leaders (about 15) • Plan for and facilitate orientation events geared toward new students and their families (work with campus partners on event logistics, communication and marketing efforts, and assessment) • Manage all communication (email/phone) as well as our registration system (becoming familiar with campus-wide platforms) • Contribute to event management efforts by helping to create, update, and assess content for orientation and welcome week programming via Blugold Connect+ • Reach out to and coordinate with professional staff across campus to establish volunteer base and create expectations/training for events. • Work with the Eau Claire community to create successful partnerships for various events and programs throughout the summer. <p>Parent & Family Programs</p> <ul style="list-style-type: none"> • Assist in the development and management of Parent & Family programming • Design content (e.g., newsletter, social media posts) geared toward parent and family audiences <p>Additional expectations: nights and weekends required.</p>
For further information or to ask questions, please view our department websites listed below, or contact Taylor Zeimet at zeimettm@uwec.edu .	