

Job Title: Graduate Assistant- Campus Activities Board (CAB)	
Supervisor: Jacob Hart	Department: University Centers (Student Union & Whitney Center)
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Start Date: August 21, 2023	End Date: May 26, 2024
<p>Compensation: \$15,000 for 9-month contract (Aug 28-May 26), 20 hours/week</p> <ul style="list-style-type: none"> • Some funding provided to attend local/state professional development conference(s) • Eligible for health insurance through UWL • Additional pay for early start (typically one week before academic contract year begins on August 28) 	
About the Institution:	<p>Founded in 1909, the University of Wisconsin-La Crosse is one of 13 four-year public institutions in the University of Wisconsin System. Current undergraduate enrollment is 10,314 students with 81% Wisconsin residents. Students can participate in over 102 undergraduate programs, 30 graduate programs, and 2 doctoral programs, with an average undergraduate class size of 19. For more information, please view the university website.</p>
Primary Duties:	<p>This assistantship prepares graduate assistants for Student Affairs through one-on-one mentoring and group advising, program development, implementation and evaluation, leadership training, and evaluation while working together with a full-time staff mentor. The advisers to this organization work hand-in-hand with the student coordinators of the Campus Activities Board (CAB).</p> <ol style="list-style-type: none"> 1. You will directly advise seven (7) student event coordinators/CAB Leads, as well as assist in all operations pertaining to event planning and implementation from start to finish. 2. You will learn and oversee budget expenditures, contract agreements, and maintain websites and various social media platforms. 3. You will serve as engaged member of the University Centers staff by: <ol style="list-style-type: none"> a. Assisting in the implementation of University Center’s mission to provide a welcoming environment that facilitates learning opportunities, embraces, diversity, and enriches the campus experience. b. Attending regular University Centers staff, sub-unit, and staff training meetings. c. Cooperating with other graduate assistants and full-time staff in University Centers and attending regular meetings with graduate staff and supervisors. d. Completing annual reports, program training, and other administrative functions as needed. <p>For further questions about the department, please view the University Centers website or the Campus Activities Board website or contact Jacob Hart at jhart@uwlax.edu.</p> <p>Note: This assistantship prefers a two-year commitment. There are nights and some weekend commitments due to the nature of the work within University Centers.</p>