



<b>Job Title:</b> Multicultural Student Services Graduate Assistant	
<b>Supervisor:</b> José Rubio-Zepeda, Assistant Director of Retention	<b>Department:</b> Office of Multicultural Student Services (OMSS)
<b>E-mail:</b> <a href="mailto:jrubiozepeda@uwlax.edu">jrubiozepeda@uwlax.edu</a>	<b>Phone:</b> (608) 785-8228
<b>Start Date:</b> August 28, 2023	<b>End Date:</b> May 26, 2024
<b>Compensation:</b> \$15,000 for 9-month contract, 20 hours/week <ul style="list-style-type: none"> <li>• Some funding provided to attend local/state professional development conference(s)</li> <li>• Eligible for <a href="#">health insurance</a> through UWL</li> </ul>	
<b>About the Institution</b>	<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 <a href="#">website</a>.</p>
<b>About the Department</b>	<p>The Office of Multicultural Student Services (OMSS) uses a holistic development approach to academic excellence, leadership, and the personal/social development of African American, Indigenous/American Indian, Hispanic/Latinx, Asian American, Hmoob, and biracial or multi-ethnic students at UWL. OMSS engages in holistic student support with student-centered operations at the core. Students are seen as individuals with intersections of identities; coaching and connecting them to resources to enhance students' learning, development, and sense of belonging.</p>
<b>Position Summary Statement</b>	<p>Focus primarily on the academic and financial retention programs in OMSS that are for first year and continuing students through the Academic Success Institute (ASI) and the Lawton Grant Program. The GA will work with first-generation and/or historically marginalized students to support and assist them in navigating academic, financial, and personal goals.</p>
<b>Position Description</b>	<p>Details about each of these areas follows on the next page. The graduate assistant can expect to spend their 20 hours/week on the following programs and initiatives:</p> <ul style="list-style-type: none"> <li>• Financial Aid &amp; Retention (40%)</li> <li>• <a href="#">Academic Success Institute [ASI]</a> (40%)</li> <li>• Social Media (10%)</li> <li>• Additional duties as assigned (10%)</li> </ul> <p>For further questions about the department, please view the department <a href="#">website</a> or contact José Rubio-Zepeda at <a href="mailto:jrubiozepeda@uwlax.edu">jrubiozepeda@uwlax.edu</a>.</p>

<p><b>Position Duties</b></p>	<p><b>Financial Aid &amp; Retention (40%)</b></p> <ul style="list-style-type: none"> <li>• Demonstrate student support through a holistic lens, address academic and personal needs of advisees to enhance efficacy.</li> <li>• Complete ongoing financial aid training (which will include FSA Coach modules).</li> <li>• Conduct Lawton Grant meetings with recipients and provide financial literacy education on topics of loan consolidation and repayment, loan forgiveness programs, and career and internship opportunities.</li> <li>• Assist and review evaluation of the Lawton Grant program.</li> <li>• Assist staff with Satisfactory Academic Progress (SAP) appeals through complex problems, assess individual circumstances, academic concerns, and resolve issues around the processing and receipt of federal aid.</li> <li>• Connect with Academic Services Directors and support staff from respective colleges regarding the academic appeal and reentry process.</li> </ul> <p><b>Academic Success Institute [ASI] (40%)</b></p> <ul style="list-style-type: none"> <li>• Work closely with ASI director (meet once a week as needed) to achieve program goals and objectives.</li> <li>• Assist the ASI director in developing, planning, and coordinating of events/activities.</li> <li>• Assist with the advisement and outreach to ASI students, provide connection to resources, discuss academic responsibilities and performance; and work to define personal, educational, and career goals and related skills.</li> <li>• Encourage student participation in academic, cultural, cross-cultural, and social events.</li> <li>• Cultivate and maintain relationships with campus community partners and stakeholders.</li> <li>• Operate a university vehicle to transport students and/or equipment for programming (must have valid driver's license and pass UWL's driver authorization)</li> </ul> <p><b>Social Media (10%)</b></p> <ul style="list-style-type: none"> <li>• Supervise and coordinate with OMSS Social Media Intern to maintain office social media sites.</li> <li>• Assist in the creation, monitoring and reporting of content marketing strategies (e.g., social media, blogs, and web).</li> <li>• Assist in development of social media plan</li> </ul> <p><b>Additional duties as assigned (10%)</b> Duties may include:</p> <ul style="list-style-type: none"> <li>• Plan, implement, facilitate, and evaluate at least one individual activity each semester that supports the development of students of color culturally, academically, or personally.</li> <li>• Assist and coordinate spring MSO Banquet or OMSS Celebration of Accomplishments.</li> <li>• Coordinate fall and spring semester Final Study Days (room reservation, food, tutors, and staff).</li> </ul>
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