University of Wisconsin-La Crosse

Job Title: Graduate Assistant – Office of Graduate Studies
Primary Division: Graduate Studies – 235 Graff Main Hall
FTE and Salary: 0.33 FTE 14 hours per week
Employment dates: late August to late May (exact dates to be determined)

Position Overview:
This is a 0.33 FTE (14 hours per week) Graduate Assistantship (GA) for Fall 2015 and Spring 2016 in the Office of Graduate Studies

For Graduate Studies, the GA will:
• develop communication strategies to keep graduate students informed
• work with GSO leadership to develop networking opportunities for graduate students
• plan events and workshops (3 – 5 per year)
• draft and edit the newsletter (1 per semester)
• collect and/or disseminate Graduate Studies related data
• develop/update survey for graduate students; analyze and present results (once per year)
• visit graduate recruitment fairs (1 – 2 per year)
• develop/update Graduate Studies program websites for recruitment purposes
• work on special projects related to the graduate studies mission, as needed

If a graduate student wants the experience, limited hours with Research & Sponsored Programs (ORSP) can be arranged. If the case, the GA will:
• contribute to monthly grant newsletter by identifying and summarizing funding opportunities of potential interest to UW-L faculty/staff
• research funding opportunities that are potential matches for a particular research project/program outlined by individual UW-L faculty/staff
• work on special projects related to the research and sponsored programs mission, as needed

Preferred Qualifications:
• Excellent general computer skills including significant experience with Microsoft Word and Excel
• Excellent written and verbal communication skills
• Strong interpersonal skills and a proven ability to work effectively as a member of a results-oriented team
• Demonstrated ability to manage multiple, ongoing processes where accuracy and timeliness are essential with minimal supervision
• Self-motivated and ability to work independently

Primary Competencies Developed through the Experience
• Leadership (e.g., lead student group)
• Law, Policy, and Governance (e.g., serve on major graduate education policy committees)
• Student Learning Development (e.g., conduct workshops, produce newsletters)

Questions:
Contact Steven Simpson, Graduate Director at 6089-785-8673 or ssimpson@uwlae.edu if you have specific questions.

Application Process: Apply thru PeopleAdmin