University Centers Dining Services Graduate Assistant
Job Description 2015-16

Position Responsibilities
This position works with the University Dining Program. In this position, you will interact with representatives of the dining services company, students, faculty, staff, and student organizations utilizing the dining service. Specific responsibilities include:

1. Meet with supervisor weekly.

2. Attend University Centers & dining services “team” meetings (every 2 weeks).

3. Assist with orienting new students, especially international students, to the meal plan program and with meal plan sign-up at the beginning of each semester.

4. Coordinate and facilitate meetings for the Meal Plan Waiver Committee. This includes establishing meeting times, receiving information for committee members, conducting hearings, and following up with students regarding committee decisions.

5. Coordinate and facilitate the Dining Services Committee. This includes establishing meeting times that work for the students and the dining service staff, chairing the meeting, taking and publishing meeting minutes, and serving as the committee conduit for receiving answers regarding concerns.

6. Assist with the monitoring of the meal plan program (board & block plan) to ensure all contractual agreements are being met.

7. Publish a dining service newsletter on monthly basis and maintain a “dining” presence through appropriate social media.

8. Provide assistance in the coordination and delivery of the ethnic dinner program. This will include meeting with students to determine recipes to be used and supervision of the students in the kitchen for meal preparation and clean up.

9. Approve and schedule pack outs for residence hall groups and communicate this information with the dining company.

10. Assist with focus groups for users of the dining services; develop and administer an online survey.

11. Assist with presentations to hall councils, Residence Hall Association Council, and other groups on campus.

12. Coordinate the “Share a Meal” program that occurs each semester.

13. Assist w/the coordination of the “Midnight Breakfast” program.

14. Complete annual reports as required by program.

15. Serve as engaged member of the University Centers staff by:
   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. Maintaining regular office hours (20 hours per week minus regular meetings)

16. Complete other administrative functions as needed.

“The University of Wisconsin-La Crosse is committed to providing equal educational and employment opportunity regardless of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital, and parental status.”