The Graduate Student Intern-Campus Life Coordinator (CLC) is an important part of the UW – Marinette campus. The CLC will have many opportunities within all levels of the Department, not usually afforded at other institutions. The CLC will also have opportunities to learn other aspects of campus life and leadership. A live-in professional, the CLC will reside in a partially furnished, two bedroom apartment within in the Student Housing Apartments.

The main focus for the CLC is the well-being, safety, and positive development of the residents of Student Housing. UW Marinette strives for a community that supports academic achievement and success, personal growth and development, a respectful and inclusive environment which promotes diversity, promotes community service, and fosters leadership development and an engaged staff and student. The CLC will help achieve these goals through effective programming, advising, supervision, positive role-modeling, and hands-on involvement. The CLC will also have an opportunity to successfully complete administrative requirements, create effective policies and procedures, and learn about the operations of a housing and residence life program.

The Campus Life Coordinator (CLC) position is a two year appointment, may include summer assignments, subject to annual renewal based on performance.

The CLC is directly supervised by the Senior Student Affairs Coordinator.

REMUNERATION:

1. Stipend of $12,000 for 10 months, with an additional stipend for two summer months (if working).
2. Partially Furnished, two-bedroom apartment
3. Assigned parking spot

STUDENT HOUSING

SPECIFIC RESPONSIBILITIES:

1. Be an engaged CLC with a positive and effective presence in housing.
2. Be an active, ethical, and proactive team member.
3. Supervise students in completion of programming and activities expectations.
4. Attend weekly staff meetings which effectively communicate goals, expectations and up-coming needs, assist the staff in effectively organizing programming efforts, provide continued staff team development, assist staff in completion of their obligations, review discipline issues, help develop future policies and procedures, and allow staff an opportunity to bring concerns and goals to the team.
5. Conduct regular area quad meetings to inform students of issues and allow for feedback to be given to the CLC.
6. Assist in the development, coordination, and implementation of a strong programming model which supports a well-balanced selection of programs and activities which advance the goals of Student Housing and the Department. Secure necessary resources for the staff to be successful.
7. Assist in the overall administrative operation of housing. This includes, but is not limited to, monitoring the budgets for programming, and supplies, ordering supplies, developing and maintaining a strong relationship with the business office, physical plant office (custodial and maintenance), Information Technology Office, Student Affairs, Monthly Housing Occupancy Updates and performing other functions necessary for the success of the hall.
8. Coordinate work orders for maintenance needs and communicate requests in a timely fashion.
9. Complete minor maintenance needs within housing (i.e. changing light bulbs, shoveling and salting sidewalks, vacuuming entryways and laundry room trash removal) not to including major projects (i.e. plumbing, electrical and/or structural issues). Special concern should be made for the safety of public areas around housing this includes reporting safety concerns around housing (i.e. outside building lights broken or burnt out, area rugs promoting trip hazards and extremely icy conditions for residential walk-ways).
10. Maintain appropriate office hours (may include evenings/night) which allow for frequent contact with students.
11. Advise students and staff with personal, academic, lifestyle, career, etc. concerns; referring to a professional counselor when appropriate.
12. Maintain a secure, safe, and fulfilling academic, social and inclusive environment through programming, conflict resolution, and discipline efforts.
13. Effectively educate students on policies and procedures for Student Housing. Allow for feedback.
14. Initiate appropriate disciplinary actions which support student rights, community rights, and have an educational goal.
15. Assist in policy formulation and review for Student Housing and the department.
16. Attend and Coordinate openings, closings, developments, training sessions and staff meetings as required.
17. Maintain the Student Housing website (no advanced web experience required).
18. Coordinate and collaborate with Senior Student Affairs Coordinator on summer projects.
19. Assist with the recruitment and retention of students to Student Housing through different means as determined by the Senior Student Affairs Coordinator or recruiters.
20. Perform other duties appropriate to the position as assigned by the Senior Student Affairs Coordinator.

CONDUCT RESPONSIBILITIES

1. The adjudication of conduct is a primary duty of the CLC; the Senior Student Affairs Coordinator will assist in the conduct process as needed.
2. Initiate appropriate disciplinary actions which support student rights, community rights, and have an educational goal.
3. Effectively educate students on policies and procedures for Student Housing. Allow for feedback.
4. Complete all paperwork in accordance with departmental expectations.
5. Confront, support, enforce, and maintain community standards and policies consistently.
6. Perform other duties appropriate to the position as assigned by the Senior Student Affairs Coordinator.

RESPONSIBILITIES SPLIT BETWEEN THE 2 CLC POSITIONS

Student Housing

1. Assume campus duty coverage on an equal and rotating basis.
2. Maintain strict confidentiality with job related information and adhere to FERPA regulations.
3. Perform other duties appropriate to the position as assigned by the Senior Student Affairs Coordinator.
4. Coordinate mailbox and room key inventory (this includes assigning mailboxes and combinations and mail distribution)
5. Update the main housing rosters and mailboxes.

**Student Senate**

1. Advise, recruit, develop, and support an active, inclusive and engaged Student Senate group.
2. Conduct appropriate trainings, on-going development and evaluation of individual and group goals.
3. Coordinate the Club Fair for both Fall and Spring Orientations/Opening Weeks.
4. Maintain an overall budget for the group and coordinate efforts with the Business Office.
5. Coordinate efforts with the President to run an efficient and timely Segregate Fee Approval Process.
6. Advise group on End of Year Award banquet preparation and student voted awards
7. Serve as an attentive, supportive and engaged Advisor.

**Campus Activities Board**

1. Advise, recruit, develop, and support an active, inclusive and engaged Campus Activities Group.
2. Conduct appropriate trainings, on-going development and evaluation of individual and group goals.
3. Maintain an overall budget for the group and coordinate efforts with the Business Office.
4. Prepare appropriate contracts for any outside entertainment.

**Student Ambassadors**

1. Advise, recruit, develop, and support an active, inclusive and engaged Student Ambassador Group.
2. Conduct appropriate trainings, on-going development and evaluation of individual and group goals.
3. Maintain an overall budget for the group and coordinate efforts with the Business Office.
4. Prepare a schedule of yearly events and determine coverage for each.
5. Work with the Office of Student Affairs, Recruiters

**Field House Activity Center Desk Workers**

1. Coordinate the recruitment, selection, training, supervision, and on-going development of the Desk Workers.
2. Supervise all areas of the desk and directly supervise desk employees.
3. Conduct staff meetings which effectively communicate goals, expectations, provide continued staff team development, assist staff in the completion of their obligations, review issues, help develop future policies and procedures, and allow staff an opportunity to bring concerns and goals to the team.
4. Create desk staff work schedules.
5. Ensure health regulations are understood and followed by staff.
6. Keep accurate records of employee work hours and coordinate/approve payroll.
7. Establish personal contact and maintain open communication with desk employees.
8. Maintain a service-oriented environment at the desk.
9. Serve as an attentive, supportive and engaged Supervisor.
10. Provide feedback to the Senior Student Affairs Coordinator in regards to desk worker performance.

**AODE Coordination**

1. Work closely with the UW College Coordinator to provide programming for the campus.
2. Work closely with community organizations (i.e. sexual assault center, SANE nurses, etc.)
ADDITIONAL RESPONSIBILITIES

POSITION REQUIREMENTS:

1. Bachelor’s Degree required
2. Must be accepted and enrolled in UW LaCrosse Online Graduate Program. Must maintain a 3.0 GPA
3. Minimum of 2 years’ experience in residence life or relevant student governance, in a leadership or staff position
4. Ability to work autonomously and with teams
5. Outstanding organizational and administrative skills
6. Excellent communication skills
7. Ability to work well in team environments
8. A student focused approach

TO APPLY:

Applications accepted until position is filled

Please send a cover letter, resume, and contact information for 3 references to:

Jennifer Hass
Senior Student Affairs Coordinator
750 W. Bay Shore St
Marinette, WI 54143
Jennifer.hass@uwc.edu