Division of Student Affairs
University of Wisconsin-Eau Claire

Graduate Student Intern position
Student Affairs and Dean of Students Office

The Graduate Student Intern will specialize in providing critical follow up with students of concern or those who are experiencing a crisis, and assisting with student misconduct. The Intern will collaborate with students, faculty, and staff to assist students. Normal business hours are 8:00 a.m. to 4:30 p.m. Monday- Friday as well as extended office hours on Wednesdays (while classes are in session) until 6:00 p.m. This position will work twenty hours a week. This position will report to the Assistant Dean of Students.

Objectives:

• To provide a professional development experience in an office with campus wide responsibility
• To help provide support to the staff in the Student Affairs and Dean of Students Office in order to meet the diverse needs of students
• To develop projects that will benefit the student body at the University of Wisconsin-Eau Claire
• To provide the intern with the opportunity to develop their skills and increase their marketability as they look to professional opportunities in the future.

Job Description

This position will work closely with Student Health Services, Counseling Services, International Education, University Police, Housing and Residence Life, Academics Deans, faculty members, Academic Advising, Financial Aid and others across campus in the community as needed.

The primary duties will include:

• adjudicating Blugold Code UWS chapter 17 & 18 student conduct cases
• provide education, prevention, and outreach efforts on Title IX related cases serving as a student advocate
• providing case management regarding mental health and academic concerns
• assisting with projects on campus civility and academic integrity
• staffing walk-in hours and scheduled student appointments
• other duties as assigned

Training:

There will be a training schedule developed for summer so the intern is well prepared to meet the demands of the position. In addition, there will be regular supervision to enhance the intern's development; discuss cases; and receive guidance and support.

Office Location:

Schofield 240

Stipend:

$11,000 for August 1, 2016 to May 31, 2017. On-campus housing will also be provided.