The Graduate Assistant for Activities, Involvement & Leadership – Late Night Programming works closely with the AIL Team to support and implement social, educational and late-night programming for campus-wide activities, The Lookout, and the University Activities Commission.

This position is supervised by the Assistant Director of Activities, Involvement & Leadership and reports to the Coordinator of Student Activities and is designed to provide an emerging higher education professional a rich experience within the field of student affairs. The expected amount of work hours will be 20 hours per week.

**Objectives:**

- To provide an emerging higher education professional a rich experience in the field of Student Affairs
- To help provide support to the staff in the Activities, Involvement & Leadership Office
- To execute a variety of co-curricular programming that will benefit the student body at the University of Wisconsin-Eau Claire
- To provide the intern with the opportunity to understand co-curricular student learning outcomes and how to incorporate them into programming; leadership skill development and applicable experiences to prepare them for a career in a Higher Education setting.

**Responsibilities:**

Play a leadership/mentor role to undergraduate students with an emphasis on student development while helping to facilitate enrichment opportunities for students especially as related to personal development, leadership training and organizational skills.

**Programming – Campus Wide**

- Participate in planning and supervision for major campus events including CUBEfest events, Homecoming and other such programs.
- Assist in supervision of student staff and execution of programming at The Lookout and The Cabin
- Co-Advise and mentor the University Activities Commission student members
- Oversee the flow of weekend and evening programming by assisting in coordinating the overall logistics of events including contract negotiations, venue needs
- Marketing - Assist in creating strategies and for marketing and publicity including all social media web and print materials

**General Departmental Goals**

- Assists in development and implementation of assessment, evaluation, and research activities as it relates to student engagement.
- Ability to serve in multiple roles by stepping in to fill to support the needs of the AIL office
- Serve on University committees as assigned.
- Other duties as may be assigned from time to time

**The successful candidate will demonstrate the following key competencies:**

- Flexibility and a strong sense of initiative
- Excellent writing skills and attention to detail
- Strong communication and interpersonal skills
- Understanding of and an interest in working with a diverse student population
- Ability to work independently and effectively on multiple tasks
- Willingness to be a team player

**Training:**

There will be a training schedule developed for the Graduate Assistant so the position will meet demands of the position. In addition, there will be regular supervision to enhance the Graduate Assistant’s development to receive guidance and support.

**Office Location:**

Davies Center 220

**Stipend:**

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

*Created September 2015*