The Graduate Assistant for Activities, Involvement & Leadership – Student Organizations works closely with the AIL Team to support and assist serving the needs for student clubs/organizations and advisors along with an emphasis on engagement in the student management software program, BluSync.

This position is supervised by the Assistant Director of Activities, Involvement & Leadership and reports to the Coordinator of Student Organizations 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 and understand co-curricular programming specific to student organizations 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 roll to undergraduate students with an emphasis on student development and helps to facilitate enrichment opportunities for students especially as related to personal development, leadership training and organizational skills
- Assist in the overall planning and implementation of training for student clubs/organizations and advisors; meeting organization and advisor needs; and communicating with student organization leaders and advisors
- Assist the Coordinator in the annual student club registration and recognition process
- Assist and advise students in starting a new organization
- Assist and coordinate the Fall and Spring Club/Organization Fair
- Update and maintain student organization resources, such as the student organization manual, the online software management system (BluSync) and event planning resources
- Other duties as may be assigned from time to time

**Overall 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*