Inclusive Excellence Scholars (IES) Program Coordinator
Office of Residence Life
Graduate Assistant Position Description

POSITION SUMMARY
The Inclusive Excellence Scholars (IES) Program Coordinator is a member of the Professional Staff within the Office of Residence Life. The IES Program Coordinator’s primary responsibility is to advise and mentor the 20 multicultural students participating in the program. Some specific responsibilities include:

• Meeting monthly with each of the Inclusive Excellence Scholars.
• Planning and implementing an overnight orientation retreat for the IE Scholars at the beginning of the year.
• Planning monthly developmental and social activities for the Scholars.
• Coordinating ongoing assessment efforts for the program.
• Meeting regularly with the Office of Multicultural Student Services (OMSS) Retention Specialist to monitor the academic and social progress of each participant.

The Office of Residence Life views this position as a broad-based apprenticeship for those seeking to work in Residence Life/Student Affairs after graduation.

In addition to working with the IE Scholars, the IES Program Coordinator has shared responsibility for other programmatic aspects in the Office of Residence Life. Examples of past responsibilities have included: helping with hall Living Learning Communities, serving on departmental committees, advising student conferences, etc.

The IES Program Coordinator is supervised by the Assistant Director of Residence Life - Leadership Programs. The period of employment is for nine months with an additional month (August) required for training.

In accordance with the standards of the Student Affairs Administration academic program, all Graduate Assistants must maintain a 3.0 cumulative GPA throughout their assistantship.

GENERAL INFORMATION
The position is a live-off, ten month [see position summary above], approximately 20 hour per week appointment. Start date is late July/early August. Salary is $10,327.50 for the 9 month contract and includes optional health care benefits, meal plan (75 meals per semester), professional travel funds ($400), laptop computer, and out-of-state tuition waiver. Since the IES Program Coordinator will be required to participate in professional staff training in August, an additional stipend of $1,147.50 will be paid on September 1st. Some night and weekend hours will be required.

ACPA/NASPA COMPETENCIES
There are three ACPA/NASPA professional competencies which will be focused on in this assistantship. These competencies are:

Advising and Helping
The Advising and Helping competency area addresses the knowledge, skills, and attitudes related to providing counseling and advising support, direction, feedback, critique, referral, and guidance to individuals and groups.
**Equity, Diversity, and Inclusion**

The Equity, Diversity, and Inclusion (EDI) competency area includes the knowledge, skills, and attitudes needed to create learning environments that are enriched with diverse views and people. It is also designed to create an institutional ethos that accepts and celebrates differences among people, helping to free them of any misconceptions and prejudices.

**Leadership**

The Leadership competency area addresses the knowledge, skills, and attitudes required of a leader, whether it be a positional leader or a member of the staff, in both an individual capacity and within a process of how individuals work together effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.

**JOB RESPONSIBILITIES**

The Assistant Director of Residence Life -Leadership Programs and the IES Program Coordinator will work together to delineate responsibilities for the academic year. This is based on the Program Coordinator’s experience level, the needs of the department and the IES Program Coordinator’s professional development interests. To gain experience in a variety of areas, the Assistant Director of Residence Life – Leadership Programs may assign different responsibilities second semester. Within the assistantship, the IES Program Coordinator will have the opportunity to experience the following:

1. Administration
2. Leadership Development and Advising
3. Programming and Educational Development
4. Assessment of Student and Programmatic Needs

1. **ADMINISTRATION/MANAGEMENT**
   a) Assist with the day-to-day oversight of a departmental program.
   b) Assist in the management of programmatic/organizational budgets.
   c) Work to establish a positive relationship with the various members of the Central Office staff including the Director, the five Assistant Directors, the Student Services Coordinator, the University Service Associates, the Housekeeping Supervisor, etc.
   d) Work to establish a positive working relationship with each of the eleven in-hall teams including the Hall Directors, Assistant Hall Directors, Resident Assistants, Desk Coordinators, etc.
   e) Attend and actively participate in Residence Life Professional Staff meetings and professional developments as scheduled.
   f) Conduct regular one-on-ones with the Assistant Director of Residence Life - Leadership Programs.
   g) Assist in the implementation of various departmental projects.
   h) Prepare and submit, upon request, reports vital to the effective operation of the department.

2. **LEADERSHIP DEVELOPMENT AND ADVISING**
   a) Serve as the primary advisor or co-advisor to an assigned Residence Life student group (i.e., RHAC, Inclusive Excellence Scholars, etc.).
   b) Assist in the coordination and implementation of leadership development training for an assigned group or groups.
   c) Convene and advise weekly leadership development meetings.
   d) Conduct regular one-on-one meetings with assigned student leaders.
   e) Support overall student leadership development initiatives in Residence Life.
   f) Establish effective relationships with students in the Residence Life program.
   g) Disseminate knowledge of campus resources, policies and procedures to students to assist with their success.

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3. PROGRAMMING AND EDUCATIONAL DEVELOPMENT
   a) Assist student leaders in their efforts to implement community development programs and activities.
   b) Support student success and learning through individual as well as group interactions.
   c) Assist students in understanding social justice issues as they relate to individuals and groups.
   d) Support departmental and campus Inclusive Excellence initiatives.

4. ASSESSMENT OF STUDENT AND PROGRAMMATIC NEEDS
   a) Integrate appropriate student development concepts and theories into daily practice.
   b) Initiate regular opportunities for assessment of assigned departmental programs, organizations or initiatives.
   c) Provide student leaders with ongoing feedback to assist them in their growth and development.
   d) Create assessment tools to measure learning outcomes, appropriate resource allocation, etc.

TO APPLY:

Preference will be given to those applicants admitted to the Student Affairs Administration Graduate Program. Instructions for applying can be found here: http://www.uwlax.edu/Student-Affairs-Admin/Apply/

Successful admission to a Graduate Program will be required prior to a job offer.

In addition, interested applicants must complete an application through the UWL Human Resources Site. Search opportunities under “Graduate Assistant (GA)” section here: https://employment.uwlax.edu/.

Graduate Students must meet all SAA Assistantship requirements to maintain their assistantship in Residence Life.

UWL will NOT be conducting interviews for the Inclusive Excellence Scholars (IES) Program Coordinator position during the Oshkosh Placement Exchange (OPE). Applicants may be contacted for interviews after they have applied to the SAA Program and completed the IES Program Coordinator application. Contact Lisa Weston (lweston@uwlax.edu) with specific questions or requests.