Position Title: Graduate Assistant for Union Recreation Center and Graduate Assistant for University Housing

Position Duration: August 2017 through mid-May 2018; renewable based upon performance

Reports to: Student Services Coordinator, Currently open for search

Unit Description:
The UWM Division of Student Affairs is to be recognized as the premier Student Affairs Division, innovative in creating a thriving student-centered learning community that is dedicated to students’ well-being, success, personal growth, and professional development.

The UWM Union serves as the center of campus life at the University of Wisconsin-Milwaukee. The Union is sustained by student fees, dedicated to shared governance and fosters the development and provides resources for the social, personal and intellectual development of students. The Union supports the academic mission of the University through the provision of quality programs, services and experiences; and fosters the development of an inclusive community.

Student Involvement works with students to create memorable experiences and connections beyond the classroom that enrich their lives. We aspire to get every student at UWM involved in ways that enhance their college experience.

The Union Recreation Center is the campus’s premier entertainment facility complete with 10 bowling lanes, 18 billiards tables, 4 table tennis tables, and the most up-to-date video game consoles. The Rec Center is the campus site for many Sport and Recreation courses, hosts weekly tournaments and special events, and provides a lounge and entertainment space for UWM students to have fun and relax.

University Housing is committed to enhancing community members’ cultural understanding, leadership skills, academic success, social connections, and social responsibility by creating safe, comfortable, and well-maintained living learning environments that inspire growth and development.

Position Description:
Student Involvement is looking for an outgoing and dynamic individual interested in leading and managing all operations for the Union Recreation Center. The Rec Center manager is responsible for directly supervising a staff of twelve Rec Attendants, one lead worker, and one assistant manager. The manager is responsible for all staffing and supervision, including but not limited to recruitment and selection, training, scheduling, performance evaluations, payroll, coaching and disciplinary action. The manager is also responsible for maintaining all equipment and inventory, working with our contract vendors and suppliers, and managing all Rec Center financials.

Additionally, this graduate student would work in University Housing with professional staff, student staff and residents within the residence halls (Cambridge Commons, Sandburg Hall, Purin, Kenilworth and RiverView) in a paraprofessional capacity. They would assume responsibility for providing student assistance, peer counseling, developing and implementing educational and social events for residents, leadership development, and academic success. The selected candidate will have the opportunity to connect with students and colleagues throughout the Student Union and Division and learn about student development and co-curricular involvement at a large, urban university.
Student Involvement Responsibilities (average of 17 hours per week):

- **Supervision:**
  - Recruit and select all Rec Center staff.
  - Train all staff on all operational aspects of the Rec Center.
  - Schedule staff to meet operational need.
  - Coach and mentor staff to achieve high quality work performance and meet all Rec Center performance standards.
  - Complete regular staff evaluations.
  - Coordinate staff payroll.

- **Operations:**
  - Maintain inventory of soda, parts, and supplies to meet operational need.
  - Work with staff to maintain the overall appearance, operation of equipment, and cleanliness of the Rec Center.
  - Oversee cash handling and cash bag management.

- **Act as the liaison between the Rec Center and other constituents, including but not limited to, Union Mechanical Services, contractors, and Sport and Rec course instructors.**
- **Maintain a complete working knowledge of the Rec Center and its equipment.**
- **Develop partnerships with other campus departments and constituents.**
- **Available by phone and in person to building staff and Rec Center staff to trouble-shoot situations and answer questions.**
- **Support event and marketing initiatives coordinated by the assistant manager.**
- **Assist with evaluation and assessment efforts for the Rec Center by developing evaluation strategies, collecting data, and analyzing results.**
- **Manage a set budget for the Rec Center and remain within budget allocations.**
- **Align the operations and programs of the Rec Center with Student Involvement’s core values and outcomes and provide students with opportunities to explore, lead, learn, create, celebrate, and connect.**

University Housing Responsibilities (average of 8 hours per week):

- **Attend LLC planning meeting or meet with LLC Coordinator (up to 1 hour per week)**
- **Provide support for each LLC’s 2 required programs per semester through brainstorming, help with event implementation, attendance, and assessment.**
  - Ideally, each LLC RA would need to pass their plan through the LLC grad to help lessen the load on RLCs and ensure that they have solid learning outcomes/they stay true to the theme.
  - Review semester LLC plans for each of the 19 LLCs.
- **Provide LLC coordinator support with Quarterly Collaborative meetings though research, agenda creation, meeting setup, and facilitating discussions.**
- **Host large-scale general LLC kickoff event in the fall and spring semester, and other general LLC initiatives (example: LLC Icon Competition).**
- **Oversee trip planning process to ensure learning outcomes and trip goals fit LLC theme.**
- **Help with training LLC RAs and Peer Mentors on how to host successful events**
- **Serve University Housing in one of the following capacities: member of Involvement Committee, member of Academic Initiatives Committee, or serve as the primary liaison to campus partners.**

Minimum Qualifications — All Qualified Candidates Must:

- Be enrolled either half-time or full-time in a graduate degree-bearing program
Have earned and maintain a minimum of a 2.5 cumulative GPA and 2.5 semester GPA during employment
Must not be on Satisfactory Academic Progress ineligible status
Must not be on probation that resulted from Academic or Non-Academic Misconduct violation(s)

Preferred Qualifications – Candidates Are Also Assessed For Their:
- Leadership Potential – evidenced by previous leadership experiences and references
- Communication Skills – including oral, written, and electronic communication, specifically comfort in public speaking and group facilitation
- Maturity – including sound judgment, flexibility, and willingness to accept responsibility and take initiative
- Interpersonal Skills – ability to interact effectively with others and work within a degree setting
- Work Ethic – including the ability to take initiative and generate projects on one’s own, work autonomously, demonstrate a desire to learn, and contribute ideas that will benefit the department/organization

Time Commitment: This position will require up to 25 hours of work per week (an average 17 hours per week in Student Involvement and average 8 hours per week in University Housing). It requires a flexible time commitment. Work will be done during normal business hours and on weekends and evenings.

Compensation:
- The hourly rate of pay for this position is $12.00 for 20 hours per week, and pays bi-weekly on Thursdays
- On-campus housing in a suite with other graduate assistants. You will have access to a shared kitchen and bathroom in the suite, and have a private bedroom (value of $6,000*)
- On-campus dining plan (value of $3,572*)
- On-going professional development and mentoring opportunities

*University Housing encourages staff members to consult with your financial aid counselor. Each year, our department is asked to submit this information to financial aid, which may have an effect on a student staff members total aid package or how cost of attendance is determined. When accepting the position, your financial aid package may be adjusted. It is your responsibility to follow-up with your financial aid provider about the ramifications of this agreement. If you are not a UWM student please notify your institution of this room and board compensation.

Contact information: Please direct all specific questions about position to Krystal McCain, Student Services Coordinator (kamccain@uwm.edu).