Position Title: Graduate Assistant for Fraternity & Sorority Life and Graduate Assistant for University Housing

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

Reports to: Student Involvement Coordinator (Student Involvement); Area Coordinator for Residence Life (University Housing)

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.

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 a graduate student employee to serve as an advisor, coach, and resource for the fraternity and sorority community. This individual will provide support for the governing councils and chapter leadership, as well as leadership for programs developed by the department. This includes the opportunity to directly advise student organizations; plan events and activities; participate in the development of leadership curriculum and resources; create marketing and communication materials; and facilitate trainings for the fraternity and sorority community.

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 also have the opportunity to learn about student development and co-curricular involvement at a large, public, urban research university and to connect with colleagues throughout the Division of Student Affairs.

Position Specific Responsibilities in Student Involvement (average of 17 hours per week):

- In collaboration with the Student Involvement Coordinator, provide support and advisement to the fraternity & sorority councils and honor societies, which include: Collegiate Panhellenic Association, Interfraternity Council, National Pan-Hellenic Council, Inc., Multicultural Greek Council, and Order of Omega National Greek Honor Society.
- Facilitate and provide support for major fraternity and sorority programs, including the Fraternity and Sorority Community Retreat, preview and recruitment events, Greek Week, and involvement in Fall Welcome.
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- Support the fraternity and sorority community through a monthly newsletter, facilitating monthly chapter president meetings, and coordinating one service event per semester.
- Coordinate and facilitate trainings for new members of fraternities and sororities on academic success, hazing prevention, and bystander intervention.
- Assist in the management of administrative tasks, including rosters, reports, and maintaining the fraternity and sorority life website for Student Involvement.
- Serve as a resource for individual chapter and council leadership, including support through Student Organization Registration Renewal, the Senate Appropriations Committee grant process, event planning, and making appropriate referrals to other campus departments.
- Improve initiatives and programs through staying up to date on trends, research, and best practices in the field of fraternity and sorority advising.
- Improve initiatives and programs through engaging in assessment and evaluation, particularly for the Fraternity and Sorority Community Retreat, new member academic success workshops, and bystander intervention training.
- Support new entities and colonies that are interested in forming at the University of Wisconsin-Milwaukee.

Position Specific Responsibilities in University Housing (average of 8 hours per week):
- Meet with Resident Assistants to go over event planning forms and create plans for how to event plan for the needs of their specific community
- Work on a calendar for the year utilizing Student Involvement established events and how it fits within CLASS (University Housings programmatic model)
- Coordinate leadership/advisors trainings as needed
- Trainings/in-services on creative ways to event plan or engage a residential community
- Plan and execute 1 large scale event for RVW, CC and KNW each fall and spring semester based on community needs (in collaboration with other housing SI grads)
- Put on Involvement Fair for Sandburg, RVW, and CC residence hall at beginning of the year during Fall Welcome (in collaboration with other housing SI grads)
- Facilitate an off-boarding program/initiative for all student leaders transitioning out of University Housing roles for other student leadership opportunities on campus
- 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.

General Responsibilities:
- The responsibilities of this position also include the development and support of general involvement initiatives and activities across campus.
- Develop programs, services, and initiatives that enhance UWM students’ opportunities to connect, lead, create, learn, explore, and celebrate.
- Lead and/or provide substantial support for Student Involvement programs held both on- and off-campus.
- Positively represent Student Involvement, University Housing, and UW-Milwaukee through presentations, events, committee involvement, and university service.
- Develop an open and honest personal relationship with each professional staff member in their community, maintaining appropriate boundaries, and serving as University resource person.
- Be a role model for the student/resident community by maintaining a positive attitude with students and staff, demonstrating a commitment to diversity and inclusion, and showing a genuine interest in working within the student’s best interests.
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- Be available for extensive training prior to each semester and participate in on-going staff development throughout the year.
- Coach and advocate for residential students’ academic success.
- Facilitate programs/events utilizing the University Housing CLASS model (Cultural Understanding, Leadership Skills, Academic Success, Social Connections and Social Responsibility).

Minimum Qualifications – All Qualified Candidates Must:
- Be enrolled either half-time or full-time in a graduate degree-bearing program
- 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. Prior or current membership in student organization(s) and/or fraternities/sororities may assist candidates to be successful in this position.
- 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 college 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

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 the position to Ellie Crean, Student Involvement Coordinator (ejcrean@uwm.edu).