

University of Wisconsin-Whitewater

Residence Life

Residential Learning Advisor

POSITION SUMMARY

This graduate assistant will serve an integral part of the Residence Life program at the University of Wisconsin-Whitewater. This position will serve in a hall director role for Goodhue Hall, the building that hosts the Residence Life administrative offices, as well as two floors of residents, co-advise the student conduct board, assist with the coordination of the Leadership Involvement Team process, and co-advise the Residence Hall Association. The Residential Learning Advisor will work closely with the Residential Education central staff members to create a living/learning community that embraces pluralism and promotes academic success.

JOB DUTIES AND RESPONSIBILITIES:

The Residential Learning Advisor is a 20 hour a week position with some nighttime and weekend requirements.

Supervision

- Responsible for the supervision, training, selection and evaluation of two Resident Assistants.

Advising

- Serve as co-advisor to the student conduct board, including sitting in on conduct hearings
- Assist the Assistant Director-Community Development with recruitment, selection and training of the student conduct board.
- Will serve as the advisor to the Residence Hall Association (RHA) Co-programmers.

Leadership

- Assess student needs, set goals, and implement and evaluate programs while working with the staff to develop the Leadership Involvement Team.
- Assume an active role in implementing programs which will facilitate the personal and educational growth of residents.
- May work with and/or develop NRHH related projects/programs.
- Participate in the overall administration of Residence Life by serving on committees and task forces, attending staff meetings, representing the office as requested, cooperatively assisting colleagues, and assisting with financial management.
- Responsible for the coordination of the end of the year leadership celebration/awards banquet.
- Perform other duties that may be assigned by the Associate Director, the Assistant Director-Learning Communities, Leadership & Inclusion, the Assistant Director-Community Development, or the Assistant Director-Staff & Academic Development.

Management

- Adjudicate residence hall conduct as assigned by the Assistant Director-Community Development.
- Work closely with the Assistant Complex Directors in the ongoing development, coordination and advising of the Leadership Involvement Team (LIT.)

- Manage the Residence Life Resource Library.
- Manage room changes and related occupancy functions using established procedures. Maintain accurate occupancy records.
- Assume responsibility for the student conduct process within the hall(s). Meet with students, assign appropriate educational sanctions, and maintain accurate records associated with this process.
- Coordinate the opening and closing procedures for Goodhue Hall at the beginning and end of each semester and during holiday periods.
- Make referral contacts, when necessary for students facing academic, personal, or other concerns.
- Serve in a professional staff “floater” type role at times of vacancies, leaves or extended absences.

SUPERVISION RECEIVED

General supervision is received from the Assistant Director-Learning Communities, Leadership & Inclusion. The Associate Director of Residence Life, the Assistant Director-Community Development and the Assistant Director-Staff & Academic Development will serve as co-supervisors.

SUPERVISION EXERCISED

Supervision is exercised over two Resident Assistants.

ADVISING EXERCISED

Advising is exercised over the Student Conduct Board, and the RHA Co-Programmers.

BENEFITS

This is a 10-month position, with opportunities with summer employment. Additional benefits include a beautifully furnished apartment including washer/dryer, pet policy, meal plan, reserved parking permit, membership to University Fitness Center health benefits, and professional development funds.

SALARY

The 2014-15 salary is approximately \$12,729.31 - 17,358.15 depending upon summer work schedule (exact salary is yet to be determined) and includes tuition reimbursement. Applications received by March 5, 2014 will receive full consideration.