

UC Warhawk Alley **Graduate Assistant**

Department: James R. Connor University Center

Reports To: University Center Information Services/Warhawk Alley Coordinator

Hours per week: Approximately 30 – M-F, nights and weekends

High Impact Practice – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

Position Summary

The University Center Warhawk Alley Graduate Assistant has overall administrative, programmatic, and service responsibilities for the James R. Connor University Center. The UC Warhawk Alley contains a 10 lane-bowling center, 8 billiards tables, 2 gaming stations, service counter, and lounge area.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

Intellectual and Practical Skills

- Recruit, hire, train, schedule and evaluate student employees
- Manage a fiscally sound Warhawk Alley through budget planning, control, and monitoring development of annual goals and objectives, and enhancement of programs and services
- Assist fellow University Center personnel with other functions throughout the building as needed or assigned

Personal and Social Responsibility

- Collaborate with Health, Physical Education Recreation, and Coaching Department for scheduling facilities and equipment for academic classes within Warhawk Alley
- Collaborate with Continuing Education, Camps and Conferences Department, and other campus departments and organizations to host and/or sponsor events in Warhawk Alley
- Collaborate with Intercollegiate Athletics Department and the Woman's Varsity Bowling Coach to schedule practices, events, and other activities/services needed

Integrative and Applied Learning

- Develop, promote, and evaluate a marketing plan for the Warhawk Alley
- Develop, promote, and evaluate Warhawk Alley Programs, including intramural bowling, tournaments, open bowling, open billiards play, video game tournaments, open play, and other appropriate recreational activities

Knowledge of Human Cultures and the Physical and Natural World

- Develop and conduct customer satisfaction and needs assessments on an annual basis
- Insure satisfactory customer service and physical environment through adequate custodial care and maintenance of existing physical facilities and equipment, adequate inventory of supplies, and through new construction and renovations as required

Supervision Exercised

Supervision exercised over all student employees in Warhawk Alley.

Minimum Qualifications

- Must be a Whitewater student in the Graduate Program

UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified UW-Whitewater students apply.

Contact Information

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Information Services/Warhawk Alley Coordinator

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