

Position Description for Graduate Assistant
Service - Career & Leadership Development
2021-2022

Duties & Responsibilities:

The Graduate Assistant -Service will work primarily in supporting the service needs on campus as directed by Greek Life and Service Coordinator in regards to fostering community service opportunities. The duties and responsibilities include:

1. Serve as the Warhawk Ambassador Program Coordinator to include training, tracking and management of a volunteer team of 10-18 students
2. Coordinate Warhawk Ambassador search for Fall 2021 and Fall 2022
3. Assist in the awareness/tracking/reporting of service hours by campus organizations. Provide summary of data semesterly
4. Assist in the planning and implementation of CLD supported programming, this includes any service event of which there will be at least 2 a semester
5. Assist Greek Community and Service Coordinator with Make a Difference Day design and implementation
6. Participate in training implementation for Career & Leadership Development Interns.
7. Support social media and marketing efforts for community service opportunities
8. Serve as a resource for students to find community service opportunities in the region.
9. Market community service opportunities and importance to students in a variety of methods which include, but are not limited to email, Connect, Facebook, Instagram, the Royal Purple, the Whitewater Banner, etc.
10. Serve as a connector to agencies to have their volunteer needs met.
11. Work collaboratively with CLD Staff to connect Greek Community members to CLD service events.
12. Effectively utilize ConnectUWW, List Servs and Hawk Jobs in order to assist students in finding service opportunities
13. Participate in CLD Internship Program, and attend regular professional development sessions.
14. Attend Programming Staff weekly meetings.
15. Attend Career & Leadership Development monthly staff meetings.
16. Complete other duties as assigned and agreed upon.

Supervision

The primary supervisors is Tyler Henderson, Greek Life and Community Service Coordinator.

Work Dates

Fall: August 15 – December 15 (not including breaks)

Spring: January 20 – May 13th (not including Spring Break; dates are tentative)

Remuneration

\$15 and hour 20 hours a week

Financial Support towards University approved professional development recourses are available

Qualifications:

An applicant should be pursuing a graduate degree in Higher Education Leadership, Counseling, Education or relevant field. A successful candidate will also possess the following skills and abilities:

- Basic Knowledge of and comfort with diversity and Greek involvement
- Ability to form positive & productive relationships with students, faculty/staff and off campus constituents.
- Strong interpersonal communication skills, oral and written
- Strong organization and time management skills
- Event planning experience

