



First Year Experience

Graduate Assistant for Learning Communities & Family Programs

SUMMARY of POSITION

The Graduate Assistant for Learning Communities and Family Programs will serve as an integral part of the First Year Experience program. This position will report directly to the Manager of Learning Communities Program and work closely with the Director to assist in logistics, planning, and program components. The Graduate Assistant will become familiar with all aspects and delivery of programs within the First Year Experience Office.

Applicants must meet the eligibility requirements set by the Office of Graduate Studies. As a university employee, the Graduate Assistant is expected to act professionally and respect FERPA confidentiality regulations. The Graduate Assistant is required to participate in appropriate training.

Start Date:

The preferred start date is mid-May. The position will be paid on an hourly basis (approximately 30 hours per week) from May through August. Beginning in September, there will be a 20-hour per week commitment through the following May (based on the Graduate Assistantship contract). This position will include some evening and weekend requirements. This position is open until filled.

FIRST YEAR EXPERIENCE: MISSION, GOALS, & SERVICES

The mission of First Year Experience at the University of Wisconsin-Whitewater is to provide guidance to students and their families in their transition to the campus community. We serve as a campus resource that provides engaging, inclusive, and academically integrated transitional experiences to enhance student development.

The First Year Experience focuses on four main goals: transition, connection, integration, and development.

- *Transition:* To provide programs and services which support a successful academic and social transition to the University.
- *Connection:* To empower students to connect to campus resources, peers, faculty, staff, University traditions, and the community at large.
- *Integration:* To provide programs and services which foster integrated curricular and co-curricular experiences.
- *Development:* To deliver intentional opportunities that promote academic success, intellectual curiosity, intrapersonal, and interpersonal development.

FYE provides the following programs and services:

- Warhawks SOAR (Student Orientation, Advising, & Registration)
- Warhawk Welcome (fall and spring orientation)
- Mentor Programs
- New Student Seminar
- Learning Communities
- Student Leadership (Hawk Squad, Peer Mentor, Team Transfer, Student Crew, Purple Pit Crew)
- Family Programs (i.e., Family Fest, Newsletters, Calendar, etc.)

PROFESSIONAL COMPETENCY AREAS

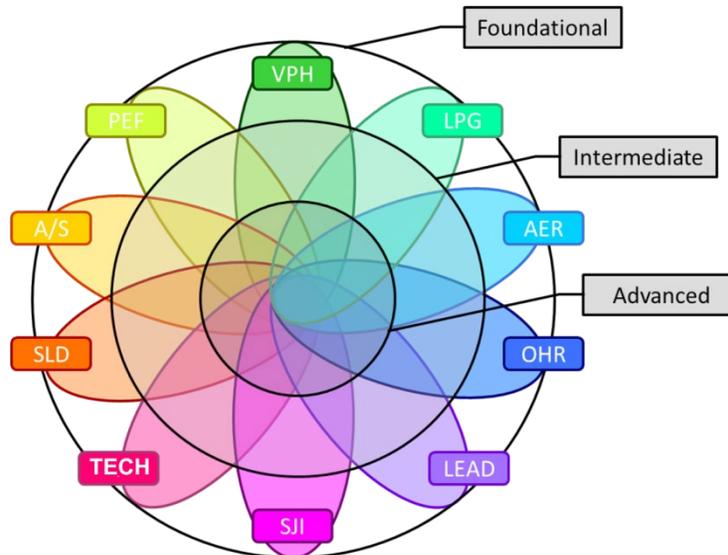
The American College Personnel Association (ACPA) and National Association of Student Personnel Administrators (NASPA) (2015) professional competency areas for student affairs educators serve as the foundation for the First Year Experience Graduate Assistant positions descriptions. The ten professional competency areas are defined as the “essential knowledge, skills, and dispositions expected of all student affairs educators” (p. 7).

The ACPA and NASPA professional competency areas for student affairs educators include:

- 1) Personal and Ethical Foundations (PEF)
- 2) Values, Philosophy, and History (VPH)
- 3) Assessment, Evaluation, and Research (AER)
- 4) Law Policy, and Governance (LPG)
- 5) Organizational and Human Resource (OHR)
- 6) Leadership (LEAD)
- 7) Social Justice and Inclusion (SJI)
- 8) Student Learning and Development (SLD)
- 9) Technology (TECH)
- 10) Advising and Supporting (A/S)

The purpose for this foundation is to support students in their graduate education to learn and develop within the professional competency areas. The competencies provide a baseline for graduate students to evaluate and reflect upon their knowledge, skills, and dispositions that directly impact their success as a student affairs educator. In addition, ACPA and NASPA (2015) provide a rubric to develop along the foundational, intermediate, and advanced levels. Each competency areas is distinct, however intersections occur between the competency areas. Figure 1 (below) outlines the intersections of the 10 competency areas.

Figure 1. Visual Representation of the Intersection of the 10 Competency Areas



(ACPA & NASPA, 2015, p. 9)

American College Personnel Association & National Association of Student Personnel Administrators. (2015). *Professional competency areas of student affairs educators*. Washington, DC: Authors. Retrieved from http://www.naspa.org/images/uploads/main/ACPA_NASPA_Professional_Competencies_FINAL.pdf

ESSENTIAL JOB FUNCTIONS

Administration

- Attend weekly FYE staff meetings and weekly one-on-one meetings with the Manager of Learning Communities
- Assist faculty in preparation of events, field questions related to transportation details, tickets, etc.
- Revise LC brochures as needed
- Develop and implement a social media campaign for LC recruitment
- Oversee the operations of updating the family calendar (work with campus partners, UMC to print, etc.)

Event planning

- Assist in the planning of a welcome event for all Learning Communities
- Organize and book all transportation and tickets related to LC events
- Support the FYE director in the planning of Family Fest

Research

- Work to explore new locations for off-campus trips for LCs
- Discover new/different event management systems for registration
- Family Newsletters on other campuses

Budget

- Assist the Manager of Learning Communities with tracking expenses and budget management

Technology

- Update & maintain Social Media outlets (Facebook, Instagram, etc.) communications for LCs, including COMEVO, Ingeniux, Canvas, etc.
- Monitor and maintain the LC Outlook email inbox
- Assist with management of Facebook "Warhawk Family Connections" page
- Update and maintain the LC website, including the sign-up function and descriptions of all LCs, as well as the FAQ page
- Respond to all interest collected through the housing contract and sign-ups.
- Maintain master list of all sign-ups, removals, withdrawals

Participate in FYE and LC recruitment events

- UWW Preview and Admitted Warhawk Days
- Warhawk SOAR (summer orientation and registration)
- Warhawk Welcome (new student orientation programs)
- Learning Community Programming
- Family Fest

Other

- Provide excellent customer service, integrity, and initiative
- Other duties as assigned to give additional support within First Year Experience

If you are interested in this position or have further questions, please contact Christina Schwab, Manager of Learning Communities Program schwabc@uww.edu or (262) 472-3175.

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