CRC Mission Programming Coordinator

Department: Residence Life

Location: Chadbourne Residential College (CRC)

Compensation: A stipend of $3,060 ($8.50/360 hrs), pro-rated for the period employed for the 2016-17 academic year

Hours:
- Regular Schedule: 10 hours each week
- Weekly Staff Meeting: Availability on Mondays between 4:00pm-8:30pm
- Flexible scheduling based on academic availability and operational need
- No summer hours available
- Additional Scheduling Notes:
  - Spring Training and Meetings
  - Fall Staff Training: 20 hours beginning on August 24, 2016 (move-in on August 23rd)
  - Wisconsin Welcome: 20-30 hours
  - Winter Staff Training: 15 hours

Qualifications:
- Must be a resident of Chadbourne Residential College during 2016-17 academic year.
- Must be in good non-academic conduct standing with the University and University Housing.
- Preference given to applicants who have participated in a CRC related course (i.e. First Year Seminar (ILS 138), CRC Global (IS 320), Student SEED (CouPsych 325), CRC Local (Psych 399)).
- Involvement within a University Housing Residence Hall community is preferred.

Position Summary: Mission Programming Coordinators are one way that students can take on leadership to help make the mission and vision of CRC, fostering liberally educated students, come alive.

Supervisor: This position is supervised by a Chadbourne Residential College Leadership Team Member.

Duties & Responsibilities:
Division of University Housing is committed to demonstrating our Core Values: Care in how we approach people and our work; Creativity in solving problems; Integrity in our interactions with staff and customers; Optimism, focusing on opportunities and positive outcomes; Respect for the differences, strengths, and potential in people; Stewardship of human, financial and natural resources; and Excellence in customer satisfaction and communication.

- Plan educational and social events and programs in relation to CRC’s mission.
- Support University Housing’s and CRC’s mission and values.
- Work collaboratively with all CRC student staff as a unified staff.
- Serve as a contact person for campus/community partners and organizations, and foster collaborative relationships with these groups. These partners include but are not limited to: University Housing staff members, L&S, and Madison community agencies.
- Plan and facilitate Community Forum meetings.
- Attend weekly CRC staff meetings and weekly MPC (typically back to back on Monday evenings) all scheduled trainings and enrichment activities.
• Meet weekly with your supervisor.
• Work throughout the year to build community, including work during Wisconsin Welcome in the Fall and Winter Welcome.
• Be a role model in your House and CRC community.
• Other tasks as assigned.

Knowledge/Skills:
• Strong organizational skills.
• Works well in collaborative environments.
• Excellent oral and written communication skills.
• Ability to create educational and social programming for peers.
• Strong understanding of University Housing and CRC missions.
• Experience working with budgets or other areas of financial management.

Application Instructions:
• To apply, go to https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp (under 2016-17) and submit your online application, including resume, work history, and references.
  o References: Please include in your on-line application the name of two references; at least one must be a UW faculty, TA, staff member OR Madison area person who IS NOT a current undergraduate student. This person should be someone whom you believe you would like to (and are able to) connect to the CRC community through a program, activity, speaker series, event, trip, or other effort via the MPC position. This reference will be contacted via phone to discuss your ideas regarding their potential role in CRC in 2016-17!
• Deadline to ensure priority consideration is **11:59pm on Tuesday, February 23, 2016.**

University Housing values diversity and is an Equal Opportunity/Affirmative Action Employer