Learning Community Program Assistant (LCPA)

Department: Residence Life

Location: Various Learning Communities

Compensation:
- Level 1 – $10.00
- Level 2 – $10.75

Hours:
- 5-20 hours per week depending on the learning community, including some evening/weekend hours
- Flexible scheduling based on academic availability and operational need
- Summer hours not available
- Additional Scheduling Notes:
  - Fall 2016 Training/Opening Week Preparation: 40 hours (begins Wednesday, August 24th, 2016)

Qualifications:
- During pre-employment and employment, a student staff member must remain in good standing with the University: the student may not be on University disciplinary probation for non-academic reasons.
- Preference may be given to applicants who are current or former residents of the learning community; all students are encouraged to apply.
  - Applicants are strongly encouraged to contact the Program Coordinator of the Learning Community of interest for more specific information about job duties. Please use the contact links on this webpage: http://www.housing.wisc.edu/residencehalls-lc-tours.htm

Position Summary:
Residential Learning Communities bring together faculty, staff and students around a shared focus within the University Residence Halls. Unique seminars and class sections and aligned co-curricular activities all help produce smaller, more intentional communities that set students up for success. LCPAs assist to advance the priorities and initiatives defined by the Learning Community Leadership Team.

Supervisors: This position is supervised by the Learning Community Program Coordinator & Residence Life Coordinator

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.

- Develop and implement activities and events aligned with the focus of the learning community.
- Be knowledgeable and assist with the learning community seminar; seek ways to integrate co-curricular activities and events with the seminar syllabus.
- Involve and foster leadership among the residents.
- Help manage communication for residents (word of mouth, e-mail, social media, newsletter, flyers, website, etc.).
• Establish and maintain effective working relationships with Leadership Team members and other faculty, academic staff, House Fellows and student staff in the community.
• Represent the learning community while working with campus and community partners.
• Participate in recruitment and outreach activities and events.
• Meet weekly with supervisor and attend additional meetings as assigned.
• Schedule and attend weekly office hours.
• Provide administrative and programming assistance.
• Other duties as assigned.
• **Additional Level 2 Criteria:**
  - Must have 9 months of active work in this position.

**Knowledge/Skills:**
- Ability to facilitate and develop inclusion, involvement and leadership among and staff.
- Ability to effectively communicate with students, staff, faculty, supervisors, etc.
- Timeliness in completion of all administrative tasks.

**Application Instructions:**
- To apply go to [https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp](https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp) (2016-17) and submit your online application, including a resume, 3 references, and supplemental questions. Resumes should include your leadership, volunteer and work experience.
- **Deadline to ensure priority consideration is: 11:59pm on Wednesday, March 30, 2016.**

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