ACADEMICS & INCLUSION PROGRAM ASSISTANT (A&I PA)

Department: Residence Life

Locations: Academics & Inclusion Office in the Center for Cultural Enrichment (Witte Hall)

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

Hours:
- 8-12 hours per week, including some evening/weekend hours each week
  - Availability between 4pm-8pm on Monday evenings for an average of 2 hours for staff meetings. A&I PAs will be expected to attend these staff meetings. If this block of time on Mondays does not work for you, please indicate in your application, so supervisors can work out an alternate plan.
- 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 Thursday, August 18th, 2016)

Qualifications:
- You cannot be on any sort of University Disciplinary probation for academic or non-academic reasons

Position Summary: Program Assistants – Academics & Inclusion coordinate programming by collaborating with various campus partners, student organizations, Housing departments and Residence Life staff; Up to six Program Assistants will work as a team to advance Residence Life’s commitment to establish inclusive, respectful and caring communities and contribute to academic success. In doing this, Program Assistants should aim to help residents effectively transition to UW-Madison and make the most of their Wisconsin Experience.

Supervisor: This position is supervised by the Graduate Assistant – Center for Cultural Enrichment.

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.

- Staff the Center for Cultural Enrichment (CCE) when it is open
- Plan and execute programs and initiatives with varying deadlines including, but not limited to:
  - Inclusive/Respectful Communities
  - International Student welcome, transition, and connections
  - Awareness Campaigns
  - Academic Success/Resources
- Provide administrative assistance for the Academics & Inclusion Office
- Compile and distribute the Exam Calendar
- Plan and host the Honored Instructors event at the end of each semester
• Attend bi-weekly staff meeting

**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 residents and staff.
  - Ability to effectively communicate with residents and staff.
  - Ability to work independently as well as in a team environment
  - Timeliness in completion of all administrative tasks
  - Understanding of the needs and interests of residents, including the needs of residents in groups that experience adverse academic and/or social outcomes on campus.

**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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