RESIDENCE LIFE PROGRAM ASSISTANT (RLPA)

Department: Residence Life

Locations: Various Residence Halls in University Housing

Compensation:
- Level 1 – $11.80
- Level 2 – $12.55

Hours:
- 15-20 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. RLPAs will be expected to attend at least part of 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 August 15th, 2016)
  - Fall 2016 First 45 days: 20 hours per week

Qualifications:
- By the employment start date, RLPAs must have completed 2 semesters of college post high school. Summer school does not count as a semester. Transfer students must submit transcripts from current/previous institutions to reflect the completion of 2 semesters.
- Must have a minimum 2.50 GPA at the time of application, at the time of job offer, and at the end of the academic year prior to employment. Staff are expected to maintain the 2.50 GPA minimum each semester throughout employment.
- You cannot be on any sort of University Disciplinary probation for academic or non-academic reasons

Position Summary: RLPAs coordinate programming by advising Hall Organization chairs and collaborating with House Fellow teams, various campus partners, Housing departments and Residence Life staff. Two RLPAs are assigned to each residential community and 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, RLPAs 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 Residence Life Coordinator of the assigned unit.

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.
Partner with co-RLPA to plan and execute concurrent programs and initiatives with varying deadlines; specific duties and responsibilities are assigned as primary or secondary to each RLPA.

Implement Residence Life programming in the hall by advising Hall Organization chairs and collaborating with House Fellow teams and campus partners, including, but not limited to:
  o Hall organization topics on social activities, academics, diversity-inclusion and environmental sustainability
  o Diversity Dialogues
  o Exam review sessions and ongoing study groups
  o Gender-Sexuality Alliances
  o WI Welcome events
  o Friday/Saturday night alcohol alternative programming
  o Other unit-specific programming

Assist staff with the training and direction of Housing Tutors, Badger Buddies, Hall Organization mission group chairs and other student leaders

Assist with the selection of Housing Tutors and Hall Organization mission group chairs

Supervise Housing Tutors.

Manage marketing to residents in the hall via House Fellows and Hall Organizations, e-mail, social media, postings, etc.

Assist RLC in their work with CCAS advisors, instructors who teach in residence hall classrooms, the Hall Organization and Residence Hall Advisory Board representatives.

Support programming by the Center for Cultural Enrichment

Serve as a resource regarding programming procedures/processes for residents and staff and assist residents in accessing resources and funding for activities.

Additional Level 2 Criteria:
  o Must have 9 months of active work in this position.

Knowledge/Skills:
  o Ability to facilitate and develop inclusion, involvement and leadership among residents and staff.
  o Ability to effectively communicate with residents and staff
  o Timeliness in completion of all administrative tasks
  o 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:
  o To apply go to 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.
  o Deadline to ensure priority consideration is: 11:59pm on Wednesday, March 30, 2016.

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