

**University of Wisconsin - Milwaukee
COAST Graduate Assistant Position Description**

**NEIGHBORHOOD
HOUSING**

Department: Student Affairs/Auxiliary Services/Neighborhood Housing

Start Date: Flexible from June 1, 2010 – June 14, 2010

Position Title: COAST Graduate Assistant

Name of Supervisor: Keri Duce, Neighborhood Housing Office Coordinator (NHOC)

Preferential application due date: Friday, March 19, 2010

Purpose of Position:

Working under the direction of the Neighborhood Housing Office Coordinator in the Neighborhood Housing Office (NHO), a division of University Housing (UH), this position will provide supervision, counseling, advising, and referrals to 14 COAST (Community Outreach and Assistance for Student Tenants) Leaders. This position includes facilitating all COAST Leader staff meetings and creating activities for their professional development. Additionally this position will assist in COAST Leader program development for the Summer, Fall and Spring semesters as well as the COAST Kick-off. Graduate Assistant will chair meetings and work with committees in a collaborative environment. Selection and training experience are included throughout the duration of the position. This position will meet weekly with the NHOC and be part of the on-call duty rotation for University Housing's South Campus Residence Halls. This is a year round position including a two bedroom apartment in Kenilworth Square Apartments, meal plan/gold points and parking along with stipend.

<u>Description of Responsibilities</u>	<u>Approximate Percentage Time Applied Over One Year</u>
Provides supervisions, counseling, advising, referrals to COAST Leaders	35%
Facilitates weekly COAST Leader staff meeting and provides professional development opportunities	10%
Creates Fall and Spring training series and conducts selection for COAST Leaders	10%
Assists in program planning and development for all COAST Leaders including the biannual COAST Kick-off	10%
Meets with NHOC on a weekly basis to report progress and program development toward learning outcomes	5%

On-call South Campus Duty Rotation

20%

- Responsible for evening and weekend management of the residence halls. On a rotating basis, assume responsibility for designated University Housing facilities and its activities. Provide back-up support, direction and counseling for residential staff in all areas in their handling of regular and unusual events, working in conjunction with the UWM Campus Police when necessary. Acts as the primary contact for the residence halls in responding to parental and community questions that arise during the evenings and weekends.
- Meet with Kenilworth Square Apartments Residential Program Staff for South Campus duty rotation updates on a weekly basis.

Other Duties as Deemed Necessary

10%

- Attend and participate in NHO staff meetings and Student Affairs professional development opportunities. Attend the University Neighborhood Association (UNA) meetings four times per year working in collaboration with the City of Milwaukee. Assist with off-campus housing needs during office hours in the Neighborhood Housing Office. Work in collaboration with committees as deemed appropriate. Perform other duties as the supervisor may, from time to time, deem necessary.

Total of 25 hours per week, 20 office hours and 5 on-call duty hours

Payment

Stipend: \$9600 stipend paid over 12 months, prorated accordingly

Meal Plan/Gold Points: \$2032 value including administrative fee

Kenilworth Square Apartments Parking Permit: \$1200 value

Kenilworth Square 2 Bedroom Standard Apartment: \$14,160 over 12 months

Total Value: \$26,992 (Currently reflects 2009-2010 pricing, waiting for updated amounts)

Minimum Qualifications

An undergraduate degree is required. Must be enrolled in at least 6 credits of graduate level work and admitted to the Graduate School at the University of Wisconsin – Milwaukee for the Fall 2010 academic semester. Admission must be proven during final interview phase, transcripts may be requested and successful completion of a criminal background check required. Candidate must demonstrate the knowledge and abilities to perform the responsibilities described above.

Application Process

Please submit a cover letter, resume and 3 professional references to Keri Duce:

UWM Neighborhood Housing Office

Attn: Keri Duce

2200 E. Kenwood Blvd. WG85

Milwaukee, WI 53211

Email: klduce@uwm.edu

Phone: (414) 229-6999

Fax: (414) 229-3143

Questions can be directed to Keri Duce, Neighborhood Housing Office Coordinator or current COAST Graduate Assistant, Kelly Schumacher, at coastgrd@uwm.edu.