Position Description

Title: University Center Operations Graduate Student Intern
Department: University Center
Reports to: Associate Director of University Center
Appointment: Two year appointment, subject to renewal annually based on performance
Remuneration: $10,124 stipend for nine months; additional $1,000 per month for three months
Hours of work: Approximately 20 hours per week; may include some night and weekend hours

Position Summary
The University Center Operations Graduate Student Intern is a graduate student working for the University Center, which is a department within the Division of Student Affairs. This position is responsible for overseeing the operation of the University Center, working with students, faculty, staff, and guest users of the building’s services and facilities, as well as overseeing other student employees working in the facility. The University Center Operations Graduate Student Intern directly oversees the University Center Building Managers who are the point of contact person for all groups using the University Center facilities. In addition, this position will also assist with other duties as assigned by the University Center Operations Staff.

NASPA/ACPA Core Professional Competencies
Leadership, Human and Organizational Resources, Student Learning and Development

Preferred Knowledge, Skills, and Abilities
- Effective oral, written, and professional communication skills
- Experience working in a fast-paced environment requiring exceptional customer service skills
- Self-motivated, organized, and able to work independently
- Ability to work as a team player
- Undergraduate work experience in a college union is highly desired
- Strong commitment to higher education and student development

Responsibilities
- Manage the UC Building Manager work schedule
- Lead the UC Building Manager weekly meeting
- Participate in weekly meeting with supervisor
- Update the UC Building Manager Manual on a consistent basis to maintain a high level of accuracy
- Perform UC Building Manager training
- Assist with the University Center student staff hiring process
- Participate in one on one bi-weekly meeting with Building Manager staff as assigned
- Coordinate the UC Adopt-A-Highway program
- Attend weekly University Center Operations Professional Staff meetings
- Other duties as assigned

Supervision
- Hire, train, schedule, supervise, and evaluate student staff within assigned area
- Cover unfilled University Center Building Manager shifts when needed
- Provide informal/formal feedback to all aspects of the student employment program in the University Center

Qualifications and Conditions of Employment
Must be enrolled and in good standing in the UW-La Crosse online Student Affairs Administration graduate program.

Application Instructions
Please complete the UW-River Falls Graduate Student Intern Application by clicking the link.

Deadline to Apply
Applications will be reviewed as submitted

The University is committed to creating an educational community which enhances student awareness and appreciation of diverse ethnicities and cultures and which actively supports tolerance, civility and respect for the rights and sensibilities of each person without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs. Awareness of and sensitivity to diverse ethnic and cultural heritages are especially sought in applicants.

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