

Office of Multicultural Student Affairs
ARU Student Coordinator

Position Description:

The ARU Student Coordinator is an experienced student leader that assists with the day-to-day functions in the office and provides necessary support to the Always Reaching Upward Mentoring Program. They complete administrative tasks, send communications, and assist with planning OMSA Signature Programs. The ARU Student Coordinator also serves as a resource and liaison for both students in the ARU program, multicultural student organizations, and to the campus community.

Supervision Received:

Reports to the Coordinator for Retention Programs in the Office of Multicultural Student Affairs

Compensation:

- \$13.00 per hour

Hours

- Hours per week: Approximately 8-10 hours per week

High Impact Practice (HIP) Statement

By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain necessary tools to grow and contribute as professionals.

Position Tasks and Corresponding NACE Career Readiness Competencies

1. Critical Thinking

- a. Be a resource and liaison for mentors and mentees, UWP students and refer them to valuable campus resources, services, student organizations, etc.
- b. Opportunity to create educational, social, cultural, and programs for the campus community.
- c. Help Success Coaches with strategies for mentoring relationships and aid them in fostering student growth.
- d. Assist other student staff with brainstorming for student-led programs
- e. Demonstrate initiative in situations when challenges occur.

2. Communications

- a. Apply strong interpersonal and customer service skills when interacting with students, faculty, staff, etc.
- b. Communicate regularly with Coordinator for Retention Programs, reporting on progress, program updates and needs of the ARU Program.
- c. Write proposals and plans for programs/workshops.
- d. Assist in facilitating programs and presentations for student staff meetings and events
- e. Keep student staff aware of information on a consistent basis regarding upcoming events, program updates, important dates, etc.

3. Teamwork

- a. Collaborate with OMSA Professional staff, working groups, and other student staff to create, market, and execute programs.
- b. Serve as a liaison to multicultural student organizations

4. Leadership

- a. Attend OMSA-sponsored and signature programs.
- b. Participate in Leadership or Professional Development events/workshops.
- c. Demonstrate responsibility following opening/closing procedures with respect to the OMSA Office
- d. Advocate the student experience and serve as a representative for the student perspective.
- e. Create and implement elements of student staff training.

5. Technology

- a. Help create PowerPoint presentations for meetings, training, or events.
- b. Use staff email and Outlook calendar.
- c. Utilize web conferencing programs for meetings and events. (Ex: Zoom, Microsoft Teams, etc.)
- d. Compile, report and analyze data via Qualtrics.
- f. Monitor and maintain ARU and OMSA social media accounts (Instagram and Facebook) and contribute to the OMSA Newsletter.

6. Professionalism

- a. Attend all weekly student staff meetings, training, and other related OMSA meetings.
- b. Complete any weekly summaries and clock all work hours on the UW System Portal.
- c. Assist in the recruitment process for student staff and program participants
- d. Provide office support including greeting visitors, answering office phones, and other administrative duties in OMSA.
- e. Present professional presence throughout campus as an employee of the Office of Multicultural Student Affairs
- f. Maintain confidentiality and discretion surrounding student information and privacy.
- g. Perform other duties as assigned.

7. Career and Self-Development

- a. Attend one-on-one meetings with Coordinator for Retention Programs throughout the academic year to develop and assess plans for personal and professional goals.
- b. Manage your time and day-to-day responsibilities with limited supervision.
- c. Complete a yearly performance evaluation with supervisor.

8. Equity and Inclusion

- a. Contribute to training surrounding issues related to equity, diversity, and inclusiveness.
- b. Respectfully interact with a diverse community of faculty, staff, co-workers, and students of all cultures, races, ages, genders, sexual orientations, and religions.

Required Qualifications:

- Must have commitment to and belief in equity, diversity, and inclusion and student success.
- Must have a cumulative GPA of 2.5.
- Must be a junior or senior in good standing with the university.
- Must have 1 year of experience mentoring program or related student leadership experience.
- Must be flexible with availability of schedule.
- Must make a full academic year commitment as an ARU Student Coordinator

Application Process:

Submit the following via the online application:

- ARU Student Coordinator Application Form with responses to essay questions.
- Resume

Candidates who submit a complete application will be contacted about next steps in the selection process.

Questions? Contact us at aru@uwp.edu or the Office of Multicultural Student Affairs.

