

UNIVERSITY OF
WISCONSIN **PARKSIDE**
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 and ARU Programs. The ARU Student Coordinator also serves as a resource and liaison for both students in the ARU program, multicultural student organizations, and the campus community.

Supervision Received:

Reports to the Multicultural Initiatives Specialist in the Office of Multicultural Student Affairs

Compensation:

- \$13.00 per hour

Hours

- Hours per week: Approximately 7-10 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 Mentors with strategies for mentoring relationships and aid them in fostering student growth.
- d. 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 Multicultural Initiatives Specialist reporting on progress, program updates and needs of the ARU Program.
- c. Assist in facilitating programs and presentations for student staff meetings and events
- d. 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. Collaborate with ARU staff and fellow mentees to learn best practices and resources for mentoring relationships.
- c. Work with fellow student staff to maintain OMSA's office and Intercultural Commons
- d. Mentor a minimal number of mentees throughout the entire school year.

4. Leadership

- a. Attend OMSA-sponsored and signature programs.
- b. Participate in 1 Leadership or Professional Development events/workshops per semester.

- 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. Utilize Microsoft Office Suite for meetings, training, events, or other work projects.
- 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.

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 Multicultural Initiatives Specialist 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 training surrounding issues related to academic concepts of equity, diversity, and inclusiveness.
- b. Mindfully interact with a diverse community of faculty, staff, co-workers, and students.

Required Qualifications:

- 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 via Handshake
- 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.

