



## **University of Wisconsin-Whitewater University Housing**

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### **Residential Learning Advisor**

#### **POSITION SUMMARY**

This graduate assistant will serve an integral part of the Residence Life program in University Housing at the University of Wisconsin-Whitewater. This position will work closely with our RA floater program, students who are hired to be “RA’s in training” and ready to be placed for mid-year openings. Co-advise the student conduct board, assist with the coordination of the Leadership Involvement Team process, and co-advise the Residence Hall Association. This position will also serve in a Hall Director capacity in times that Goodhue Hall houses residents. The Residential Learning Advisor will work closely with the Residence Life central staff members to create a living/learning community that embraces pluralism and promotes academic success.

#### **JOB DUTIES AND RESPONSIBILITIES:**

The Residential Learning Advisor is a 20 hour a week position with some nighttime and weekend requirements.

##### **Advising**

- Serve as co-advisor to the student conduct board, including sitting in on conduct hearings
- Assist the Assistant Director-Community Development with recruitment, selection and training of the student conduct board.
- Will serve as the advisor to the Residence Hall Association (RHA) Co-programmers.

##### **Supervision**

- Responsible for the supervision, training, selection and evaluation of the RA Floater program.

##### **Leadership**

- Assess student needs, set goals, and implement and evaluate programs while working with the staff to develop the Leadership Involvement Team.
- Assume an active role in implementing programs which will facilitate the personal and educational growth of residents.
- May work with and/or develop NRHH related projects/programs.

- Participate in the overall administration of Residence Life by serving on committees and task forces, attending staff meetings, representing the office as requested, cooperatively assisting colleagues, and assisting with financial management.
- Responsible for the coordination of the end of the year leadership celebration/awards banquet.
- Perform other duties that may be assigned by the Associate Director, the Assistant Director-Student Engagement & the Assistant Director-Community Development, or the Assistant Director-Staff & Academic Development.

## **Management**

- Adjudicate residence hall conduct as assigned by the Assistant Director-Community Development.
- Work closely with the Assistant Complex Directors in the ongoing development, coordination and advising of the Leadership Involvement Team (LIT.)
- Manage the Residence Life Resource Library.
- Coordinate the opening and closing procedures for Goodhue Hall at the beginning and end of each semester and during holiday periods, if Goodhue houses residents.
- Make referral contacts, when necessary for students facing academic, personal, or other concerns.
- Serve in a professional staff “floater” type role at times of vacancies, leaves or extended absences.

## **SUPERVISION RECEIVED**

General supervision is received from either the Associate Director of University Housing, Assistant Director-Student Engagement, Assistant Director-Community Development or the Assistant Director-Staff & Academic Development.

## **SUPERVISION EXERCISED**

Supervision is exercised over the RA Floaters.

## **ADVISING EXERCISED**

Advising is exercised over the Student Conduct Board, and the RHA Co-Programmers.

## **SALARY**

The 2018-19 salary is approximately \$ \$12,729.00 - 17,358.00 depending upon summer work schedule (exact salary is yet to be determined) and includes tuition reimbursement.

## **BENEFITS**

This is a 12-month position, with opportunities with summer camps and conferences. Additional benefits include a beautifully furnished apartment including washer/dryer, pet policy, meal plan, reserved parking permit, membership to University Fitness Center health benefits, and professional development funds.

The Residential Learning Advisor must be admitted to a graduate program, in good standing, at UW-Whitewater.

Electronic applications are strongly encouraged and should be sent to [tumbaret@uww.edu](mailto:tumbaret@uww.edu). Applications are to be sent to:

Mailed applications should be sent to:

Terry Tumbarello  
University Housing  
Goodhue Hall # 200  
Whitewater, WI 53190

Questions about the search should be directed to Terry Tumbarello, Associate Director of University Housing, [tumbaret@uww.edu](mailto:tumbaret@uww.edu), or 262-472-5300.

#### CAMPUS INFORMATION:

UW-Whitewater (<http://www.uww.edu>) is the largest regional comprehensive university within the UW System and enjoys a reputation as a high quality residential campus located near the scenic Kettle Moraine State Forest in southeastern Wisconsin. UW-Whitewater is situated on 400 acres of land and has an annual budget of more than \$219 million. UW-Whitewater is located in the community of Whitewater, which has 14,622 residents and is within convenient driving distance to the metropolitan areas of Madison, Milwaukee and Chicago. The university enrolls more than 12,000 students in more than 50 majors housed within four academic colleges. UW-Whitewater also offers 16 master's degrees and a Doctorate in Business Administration. The university's strategic plan can be found at: [www.uww.edu/strategic-plan](http://www.uww.edu/strategic-plan). It has a special mission within the UW System to serve students with disabilities and, as such, embraces the principles of universal design and is one of the most accessible campuses in the state. UW-Whitewater is a Division III NCAA university and member of WIAC (<http://wiacsports.com>). The campus has over 200 student organizations and is a vital economic engine for southeastern Wisconsin.

UW-Whitewater is committed to seeking and sustaining a culturally and ethnically diverse campus environment, building a diverse faculty and staff with expertise and interest in serving students with diverse needs, backgrounds, ethnicities, abilities and other distinct characteristics in respectful, sensitive and understanding ways. The University of Wisconsin-Whitewater is an Equal Opportunity and Affirmative Action Employer, and actively seeks and encourages applications from women, people of color, persons with disabilities, and veterans.

#### ORGANIZATION INFORMATION:

The University of Wisconsin-Whitewater is part of the 26-campus University of Wisconsin System (<https://www.wisconsin.edu>).

UW-Whitewater requires criminal background checks as a contingency to employment. A criminal background check will be conducted prior to an offer of employment.

The University of Wisconsin-Whitewater requires that all employees be active participants in following applicable safety rules and regulations including necessary training and drills.

For UW-Whitewater Campus safety information and crime statistics/annual Security Report, see <http://www.uww.edu/asfr>. If you would like a paper copy of the report please contact the UW-Whitewater Police at 262-472-4660.

To learn more about UW-Whitewater's competitive benefits packages go to our: ALEX webpage, which is our interactive benefits decision support tool.

#### SPECIAL NOTES:

UW-Whitewater embraces AAC&U's LEAP principles (<http://www.uww.edu/leap>) and emphasizes student, staff and faculty participation in High-Impact Practices (<https://www.aacu.org/resources/high-impact-practices>). The Office of Research and Sponsored Programs (<http://www.uww.edu/orsp>) provides support for faculty scholarly and creative activities as well as other opportunities to apply for reassigned time and/or other resources to support research activities. UW-Whitewater faculty and staff also have access to technology transfer and research resources provided by WiSys (<https://www.wisys.org>).