

UWM Geography – Graduate Student Service Positions

*Service to your department or the larger university is an important component in the development of your graduate career. In addition to your academic and teaching accomplishments, your contributions to the governance of your school are often looked at by potential employers, especially in academia. At UWM you have numerous opportunities to contribute to the governance of the University. You are strongly encouraged to take a role in a **voluntary** position within the Department or university-wide. Most of the voluntary positions have a fairly minimal time requirement and are a great way to gain a better understanding of university governance. Within the Geography Department there are a few **appointed** service positions (often as part of a Project Assistant position). Please take a moment to look through the following list, or to explore options not listed below, and feel free to discuss with your advisor how you can incorporate service into your graduate studies at UWM.*

Voluntary Positions in Geography Department and University-Wide

Geography Graduate Student Representative:

Elected position; 1-year term, (there are two Grad Reps, elections are typically held in September and February, students are invited to nominate themselves or fellow students for consideration in the election)

Duties: Your primary role is as a liaison between grad students and faculty. One of the two Grad Reps will attend monthly faculty meetings where he or she will have the opportunity to present grad student questions or concerns to faculty. The Grad Rep will also help coordinate the annual fall picnic and may assist in organizing other social/educational events for graduate students. The Grad Rep may also take part in organizing the Orientation for incoming Graduate Students.

Geography Lectures (Colloquium) Committee:

Voluntary position; 1 year term; renewable (there have been three students on the committee most semesters)

Duties: The committee organizes the Friday lecture series (colloquium). Activities include working closely with faculty members to invite speakers, including graduate students; organize the schedule; manage the process of selecting and inviting the distinguished Mayer Lecture speakers (a balloting process); invite other speakers within and outside UWM; organize the graduate student lunch when distinguished speakers visit; design flyers for lectures; and organize coffee/tea and cookies for lectures. The committee typically meets a couple of times a semester and the overall time commitment is fairly minimal – one to a few hours over a few weeks when soliciting speakers, managing the selection of Mayer speakers and completing the schedule.

MGAA Worksite Leaders Committee:

Voluntary position; length of term negotiated with the Milwaukee Graduate Assistants Association (MGAA)

Description: All graduate students holding TA and PA positions at UWM are represented by MGAA – a student administered union with collective bargaining rights. If you hold a TA or PA position you can volunteer to represent the Geography Department in union matters. Similar to what are known as "stewards" in other union models, MGAA worksite leaders manage the union. They are active members who collectively make decisions about every aspect of the organization. To ensure an effective organization, a worksite leader is needed for every department and program. For more information visit: www.mgaa.org.

University Committee:

Voluntary position; various term lengths; through the Student Association you have the opportunity to take part in various committees at a variety of scales: University-wide, College of Letters and Sciences, Graduate School, Faculty Senate... Read the letter below for more info or visit the Student Association website: <http://www.uwm.edu/StudentOrg/sa/executive/pages/>.

The students of UWM are given a great deal of authority and responsibility in the overall governing of the university. By law students are given the primary responsibility of setting policies that concern student life, services, and interest. The way in which a great majority of the governance of the campus is carried out is through committee work.

Serving on University Committees is a vital and important way in which students impact change on this campus and is the main venue in which Shared Governance of the University is managed. The Student Association Shared Governance Director is charged with coordinating committee appointments and taking in reports from the various committees.

Being appointed to serve on one of the many university committees is perhaps the easiest and quickest way to get involved on campus and effect change for students. Furthermore, there is a committee for almost every imaginable aspect of the campus. If someone is interested in working on just about any issue or topic, most likely there is a committee for it.

Committee appointments are an ongoing process and there are almost always opportunities to get involved. If you are interested in being appointed to please fill out the application below or stop by the SA office (Union EG79). If you have any questions regarding committee appointments, the process, or which committees are available, please contact me.

Regards,
Omer Farooque
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Shared Governance Director of UWM Student Association

Appointed Positions in Geography Department

Undergraduate Adviser:

Appointed by faculty as a Project Assistant (PA) position; 1-year term

Duties: Under supervision by the undergraduate chair: provide walk-in (and via email) basic advising services; seek out and post internship opportunities for undergrads; organize information sessions about the department requirements/careers in geography/career and resume tips/etc; act as a liaison to other UWM offices; maintain a database of current undergraduate geography students and their progress toward completing departmental requirements; and other tasks as requested by undergraduate chair.

Public Relations Committee:

Appointed by the Geography Faculty as a 25% PA position; semester term

Duties:

As a graduate student member of the public relations committee, your primary responsibility will be to manage the completion of the Fall or Spring issue of the department newsletter. You will have to request and compile articles from faculty and current and past graduate students. Once collected, you will produce a final product on Microsoft Publisher and coordinate the printing and mailing of the newsletter. Aside from the newsletter, the PR appointee will assist with Fall, Spring and Summer Graduation Ceremonies for the Department. He or she will also be responsible for making connections with other departments/organizations on campus.

Recruitment Committee:

Appointed by the Geography Faculty based on advanced doctoral status, common interest based on job description and integrity as it relates to the confidentiality of the process. Graduate students at all levels can assist in coordinating candidate visits on a voluntary basis.

Duties:

Graduate students can play various roles in recruiting new faculty in the Geography Department. When a position opens up the faculty will appoint one or more doctoral students to assist in the recruitment process, including the screening of job applicants. However, all graduate students are encouraged to attend candidate presentations and to provide input in the hiring process. Graduate students can also assist in coordinating brown bag lunch discussions with candidates and giving campus tours.