



## Student Association at UWM Executive Committee Job Description

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|-------------------|--|-----------------------|--------------|
| <b>JOB TITLE</b>  | Campus and Community Engagement Director | <b>PAY RATE</b>       | \$12/hour    |
| <b>BRANCH</b>     | Executive Branch                         | <b>EFFECTIVE DATE</b> | June 1, 2021 |
| <b>REPORTS TO</b> | Executive Committee and Senate           | <b>END DATE</b>       | May 31, 2022 |

**PRINCIPAL PURPOSE OF JOB:**

The Campus and Community Engagement Director is responsible for coordinating all outreach initiatives designed to connect the Student Association, UWM faculty and staff, the student body and the Milwaukee community. In addition, the Campus and Community Engagement Director will collaborate with other SA members to organize programs and events designed to further the mission of the Student Association, including the annual Student Association Listening Tour.

**LEVEL OF AUTHORITY:** Performs routine and non-routine tasks with only general direction. **WORK ENVIRONMENT:** Work is performed mostly indoors in an office setting. Many hours will be spent on the phone, in the office, and on a computer. Some travel may be required.

**ESSENTIAL JOB FUNCTIONS:**

1. Raise the profile of the SA on campus and in the community.
2. Promote all SA events, major projects, and elections with key student constituencies.
3. Manage relationships between Student Association, departmental staff and student organization advisors and relevant community stakeholders.
4. Coordinate initiatives to fill all vacant senate seats and shared governance appointments in conjunction with SAPS in a fair, transparent, and accountable process.
5. Compile and present feedback from shared governance appointees.
6. Assist in coordinating initiatives and events that engage with the Milwaukee community.
7. Coordinate all tabling efforts for the SA.
8. Assist Marketing and Programming Director with large-scale events.
9. Represent SA on key campus programming committees with the Marketing and Programming Director.
10. In conjunction with the President, coordinate an annual Listening Tour to produce an “Issues to Consider” Report for the following Executive Committee.
11. Attend Senate meetings and provide position-related reports as necessary.
12. Serve as a voting member on the Executive Committee.

13. Hold at least 10 office hours per week.

QUALIFICATIONS:

1. Must be a currently enrolled Student, who is at least half time (6+ credits), at UW-Milwaukee.
2. Must have a working knowledge of the Student Association.
3. Must be able to work collaboratively and independently when necessary.
4. Must have good communication skills and be able to follow direction.
5. Must be comfortable speaking to large groups of people.
6. Experience with data collection and analysis, recruitment strategies, and public speaking preferred.
7. Must maintain at least a 2.5 Cumulative GPA
8. Must be available for the duration of the term, including during Summer 2021.

OTHER:

1. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Are you able to perform the essential functions of the job? YES \_\_\_\_\_ NO \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_