

UWM University Housing Residential Program Assistant (RPA) Position

General Description:

University Housing Residential Programs Assistants are responsible for working in the Residential Program Office on the daily functions connected with the behavior process. The Residential Programs Assistants work directly with the Residential Program Managers and the Administrative Coordinator for Residential Programs. Residential Program Assistants are supervised by the Residential Programs Office Programs Specialist.

Job Description

Specific Job Responsibilities:

- Answering phones, scheduling appointments, and working with the behavior system.
- Perform daily tasks (checking drop box, assigning IRs, making copies, etc)
- Make campus deliveries.
- Typing up reports and University Housing related projects
- Complete Work Orders
- Responsible for learning to use equipment in the back office. This includes the copier and shredder.
- Purchase supplies as needed, watch to see when running low.
- Assist RPM/RPS staff with various tasks related to opening and closing the towers and move-ins/move-outs.
- Assist with filing various forms and reports.
- Other duties as assigned by the RPM/RPS staff.

General Job Responsibilities:

- Must be a full time UW-Milwaukee student that is at least at a sophomore level standing with at least a 2.5 cumulative GPA.
- Applicant must also either have lived in University Housing/Residential Housing or have experience with Residential Programs at either this campus or another University.
- Support University Housing and UWM
- Be a positive role model for students, and be supportive of staff.
- Be punctual for work!
- Complete paperwork and tasks on time.
- MAINTAIN CONFIDENTIALITY!
- Dress appropriately for an Office setting (jeans with a nice shirt is acceptable).

Qualifications:

- UWM part time student (minimally).
- Maintain a cumulative 2.5 GPA.
- Previous experience living in the residence halls. Preference given to individuals that have lived in University Housing.
- Must demonstrate qualities of leadership, responsibility, and maturity.
- Willingness to accept new responsibilities and challenges while learning in the position.
- Flexible Schedule
- Preferred start date is flexible between June 1 and August 1.

RPA Compensation:

- Hourly rate starts at \$7.25. Performance will be evaluated on a semester basis, and raises given based on performance.
- 10-20 hours per week.