**UW South Madison Partnership Assistant Coordinator**

The UW South Madison Partnership (UWSMP) Assistant Coordinator will work closely with the Partnership Coordinator at the UW South Madison Partnership on various projects related to bringing UW and community groups together in the university space located at 2312 S. Park Street. This position requires strong communication skills, attention to detail, adaptability, time management skills, and the ability to multi-task as the UWSMP Assistant Coordinator will assist in managing reservations, planning events, and act as a connector between the Partnership and the Morgridge Center for Public Service. The UWSMP Assistant Coordinator will also play a key role in developing and implementing strategies to better connect university and community partners in South Madison. We seek an independent, enthusiastic student worker eager to build genuine connections between UW-Madison and the South Madison community.

The UWSMP Assistant Coordinator will receive $13/hour and work 15-17 hours per week. This is an academic year position. The Assistant Coordinator will work on-site at the UW South Madison Partnership location at least two times per week. Hours at the Partnership must be scheduled in collaboration with the Partnership Coordinator. The UW South Madison Partnership is on an accessible bus line.

**Qualifications:**

- Current undergraduate student at UW-Madison.
- Passion and familiarity with UWSMP goals, alignment with personal and professional interests.
- Strong interpersonal communication skills.
- Strong time management and organizational skills.
- Teamwork orientation.
- Social media familiarity, specifically with Facebook.
- Familiarity with marketing, communications, and event planning, a plus.
- Project management experience strongly desired.
- Spanish language skills are strongly preferred.

**Primary Responsibilities and Duties:**

- Work from the UW South Madison Partnership at least 2x/week for 13-15 hours (Remaining weekly hours will be spent in meetings, and/or community events).
  - Welcome and assist university-community partners using the UWSMP rooms.
  - Inform community members about programs and events at UWSMP.
- Meet weekly with Partnership Coordinator for updates and coordination on joint projects.
Manage room reservations through the UWSMP reservation form and calendar system.

Assist with responding to general email inquiries.

Attend community events and meet with community organization representatives to build strategic and intentional relationships which inform UWSMP efforts to best address community needs.

Work at least one to two hours a week from the Morgridge Center to get updates and assistance on projects from staff; utilize opportunities for collaboration when possible.

Attend Morgridge Center trainings, monthly Morgridge Center intern meetings, and events as required. (Monthly intern meetings will be held from 5:30 – 6:30 PM on the following dates: September 12; October 10; November 7; December 5.)

Attend UWSMP staff meetings.

Participate in and aid in preparation for UWSMP Advisory Board meetings.

Collaboratively address the following needs with Partnership Coordinator in the development of the Partnership:
  o Assist faculty, staff, students, and community members, with planning and implementing Partnership programming.
  o Collaborate on advertising and marketing efforts of UWSMP’s goals, initiatives, and events on campus and across broader Madison community.
  o Help manage data collection and reporting about reservations and programs to map out space usage and needs.
  o Maintain records of UWSMP outreach activity.

Other duties as assigned.

To apply for this position, please send a resume, cover letter, and three references to Merry Farrier-Babanovski (farrier@wisc.edu). The application priority deadline is August 22nd. Interviews will be held on the morning of August 28th and the position will begin on August 30th.

Please note that onboarding and training dates are set for Wednesday, August 30, Thursday, August 31 and Friday, September 1 from 9:00 – 4:00 (9:00 – noon on Friday) with the Morgridge Center intern cohort.

The UW South Madison Partnership opened in February 2015 through the Office of Community Relations and in collaboration with the Morgridge Center for Public Service. The UW South Madison Partnership represents a university commitment to engage the community in a more accessible space and is designed to meet the community’s needs, spark opportunities, foster mutually beneficial relationships, and build on community strengths. The UWSMP Advisory Board exists as a group of community and campus partners who work to inform the current and future trajectory of the Partnership. The UWSMP seeks to expand beyond its physical walls by building on existing connections within the South Madison community, while maintaining quality relationships with its current partners and programs.

See more about the Partnership and its goals here: https://universityrelations.wisc.edu/smp/goals-of-the-partnership/
Since its opening in 1996, the Morgridge Center for Public Service has aimed to connect campus and community through service opportunities and service learning to engage students in civic engagement. We strive to provide a safe, comfortable, and accepting atmosphere for everyone. As a close partner and next-door neighbor to the Multicultural Student Center and the LGBT Campus Center, we pride ourselves on being an equal opportunity employer. We encourage service-oriented students to consider being a part of our family.

The University of Wisconsin-Madison and the Morgridge Center for Public Service are committed to providing equal opportunity in employment and advancement to all qualified individuals and, in accordance with applicable federal and state statutes and regulations, to prohibit discrimination in employment on the basis of race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, genetic information, disability, military service, protected veteran status, honesty testing, arrest record, or conviction record. The equal employment opportunity policy covers all aspects of the employment relationship including, but not limited to, recruitment, interviewing, screening, testing, selection, placement, evaluation, transfer, promotion, tenure, compensation, benefits, training, layoff, and/or dismissal in all job titles.

For more information about the Office for Equity and Diversity’s Affirmative Action Policy, visit http://www.oed.wisc.edu/.