



Eastern Illinois University

“I AM EIU”

STUDENT LIFE GRADUATE ASSISTANT POSITION DESCRIPTION

SUPERVISION:

The Graduate Assistant position is one of four in the Student Life Office. The graduate assistants work under the direct advisement and supervision of the Director of Student Life, with additional supervision by the Assistant Director of Student Life.

RESPONSIBILITIES:

Primary areas of responsibility include staff advisement of the *University Board campus entertainment, iLEAD Leadership Support Services, Multicultural Programs - Black Student Union, Panthers in Action for Social Topics (P.A.S.T.), Diversity Advisory Council (D.A.C.), Student Government, and major university events – Major Concerts, Quakin’ the Quad, Up All Nights, First Night, Pantherpalooza, Homecoming Week, Family Weekend, and Spring Fling.*

1. Advise up to (3) University Board Committees on all aspects of campus entertainment – contract negotiations, promotions, budgeting, coordination, evaluation and marketing of programs. Oversee technical logistics and provide staff advisement in all aspects of event planning. Provide on-site supervision at UB programs and events. Committees include - UB Comedy, UB Lectures, UB Special Events, UB Cultural Arts, UB Movies, UB Homecoming, UB Mainstage, UB Concerts, UB Marketing, and UB Productions.
2. Advisement of up to (2) EIU Homecoming Week sub-committees on all aspects of the planning and implementation of major Homecoming Week activities and events. Sub-committees include - Coronation, Panther Pride, Community Relations, Activities, Panther Pride, Publicity, Elections, Parade, Booklet, and Kick-off.
3. Advisement of up to (1) Major Concerts sub-committee on all aspects of “Day of Show” concert logistics. Sub-committees include – security, stage crew, hospitality/catering, and ushers
4. Advise up to (1) Multicultural Programming area – Panthers in Action Social for Topics (PAST), Diversity Advisory Council (DAC), EIUnity, etc., on all aspects of the event planning - promotions, budgeting, coordination, evaluation and marketing of multicultural programs. Oversee technical logistics and provide staff advisement in all aspects of event planning. Provide on-site supervision at programming events.
5. Advise the leadership and programs of the Black Student Union (BSU) including Executive Officers & Cabinet Directors; major programs that include but not limited to - BSU Week, Miss Black EIU Pageant, Fashion Show, Essence of a Man Competition, Awards Banquet and other related cultural, social and service projects. Supervise the details of programs and provide leadership development opportunities for students.

Office of Student Programs

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6. Advise the leadership and programs of the Latin-American Student Union (LASO) including Executive Officers & Committee Chairs; major programs that include but not limited to - LASO Week, and other related cultural, social and service projects. Monitor the details of programs and provide leadership development opportunities for students.
7. Assist in the planning and coordination of campus-wide cultural celebrations that include - Latino Heritage Month, African-American Heritage Celebration, International Student Week and Women's History and Awareness Month
8. Develop an understanding of University business office procedures and the student fee funds allocation and budgeting process, as they relate to the sponsorship of student programs advised.
9. Assist in the development and facilitation of student leadership retreats for those student organizations and leaders advised through the Student Life Office.
10. Develop an understanding of university budgetary procedures and contractual process necessary for the implementation of student programs.
11. Assist the Student Life Office at All Staff events as it pertains to major programs - major concerts, Quakin' the Quad, First Night, Homecoming Week, Family Weekend, Pantherpalooza RSO Fair, EIU Open House, and New Student Orientation.
12. Assist EIU Student Government Association in the advisement of (8) sub-committees on programs and projects that include - *Leadership retreats, Fall/Spring Elections, Pantherpalooza RSO Fair, Pizza with the Prez., Panther Service Day, Local Business Expo, Panther Nation Spirit group, forums, etc.* Sub-committees include – Internal Affairs, Panther Express, External Affairs, Academic Affairs, Diversity Affairs, Recycling & Development, Student Affairs, and Business Affairs.
13. Provide staff supervision of Up All Night and Late Night Dances in the MLK Jr. Union.
14. Assist in the development and facilitation of iLEAD Leadership Support Services and resources for over 200+ Registered Student Organizations officers, members and advisors that include – iLEAD Newsletter, On-Line Leadership Library, Leadership Workshop Series, On Demand Leadership Clinics, etc.
15. Attend regional and national conferences of NACA, NASPA, ACU-I, ACPA, etc. as deemed necessary by the staff and/or as funds permit. Participation on conference committees is strongly encouraged.

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16. Serve as a role model and mentor to student leaders and other graduate assistants within the Student Life Office.
17. Development of new, cost-effective and innovative student programs that challenge students to expand their programming horizons while meeting the diverse needs of the University community.
18. Other duties as assigned by the Student Life staff.

QUALIFICATIONS:

- *Bachelor's Degree and admittance into Eastern Illinois University Counseling and Student Development graduate program or any graduate degree-seeking program within university.
- *Undergraduate GPA of at least 2.75 (on 4.0 scale) and MAT or GRE scores (if requested by the graduate program).
- *Maintain full-time graduate student status and completion in accordance to the degree program of study.
- *Willingness to work evenings and weekends.
- *Excellent written and oral communications skills.
- *Effective organizational, planning and conceptualized skills.
- *Demonstrated ability to work with and advise students/student groups of diverse cultural backgrounds; sensitivity to and appreciation of campus diversity a must.

PREFERRED REQUIREMENTS

- * Previous Undergraduate experience in campus entertainment and programming, multicultural programming, student leadership programs and/or Student Governance essential.
- * A strong commitment to and understanding of campus entertainment and programming is essential.
- * Highly motivated individual with good interpersonal, organizational and time management skills, computer knowledge are a plus.
- *Experience in multicultural/student programming and leadership training with responsibilities for program and event development
- *Experience in student group advisement, training and development
- *Strong administrative and programming skills preferred with proven success working with diverse student populations and programming areas
- *Strong event planning, supervisory and inter-personal skills
- *Computer Technology and Graphic Design knowledge and skills set are a plus.

BENEFITS:

Four Graduate Assistantship positions are offered in the Student Life Office: A maximum of four - 2-year assistantship positions are available.

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STIPEND:

\$7875 per 9-month contract (\$875/ month)

CONTRACT:

Anticipated start Date: 9-month position from August 1 – April 30
Contract is renewable for up to 2 years. Time-off for fall, Thanksgiving, winter, spring, and summer breaks.

MEALS:

A \$400 Dining Dollars meal plan is provided each semester.

TUITION-WAIVER:

9-15 hrs. of Graduate Tuition are waived each semester. Graduate Assistants must enroll in a minimum of 9 hours each semester (3 hrs. in the summer) and maintain a 3.0 semester cumulative GPA. Graduate assistants may be eligible for state and federal aid programs. Graduate Assistants may apply for summer tuition waivers.

FOR MORE INFORMATION CONTACT:

Ceci Brinker
Director of Student Life
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E-mail – slo@eiu.edu
[http://www. Eiu.edu/~slo](http://www.Eiu.edu/~slo)

Eastern Illinois University was established in 1895 by the Illinois General Assembly. The university is located in Charleston, Illinois, the county seat of Coles County, in East Central Illinois. The city has a population of approximately 20,000. EIU is a public institution with an enrollment of 11,000+ students. The university grants bachelors, masters and specialist degrees. For more information see the university's homepage at <http://www.eiu.edu>