

**THE OFFICE OF MINORITY AFFAIRS
EASTERN ILLINOIS UNIVERSITY
A Division of Academic Affairs
Graduate Assistantship Description**

The Office of Minority Affairs seeks to complement the mission of Eastern Illinois University as they foster civility and raise cultural awareness in the students, faculty and staff. The Office of Minority Affairs provides an academic environment and support structure that is aimed at improving the retention and graduation rates of multicultural students.

TITLE OF POSITION: Graduate Assistant for the Office of Minority Affairs

WORK SCHEDULE: Graduate Assistant is expected to maintain a regular work schedule of 20 hours per week.

COMPENSATION: \$ 870.00

TRIO/SSS Program - Program Initiatives (TRiO)

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Attend Mandatory Professional Staff Training scheduled for August.
2. Carry a case load of 30-35 students.
3. Develop and facilitate (2) workshops per semester
4. Assist Director in organizing graduate school visits
5. Attend and supervise (1) graduate school visit per semester
6. Assist Director in organizing cultural or extracurricular activities
7. Work (2) weekend out of the year
8. Assist in facilitating student leadership activities
9. Organize student advisory committee
10. Develop outreach activities that encourage underrepresented populations to participate with Career Services
11. Assist with the program newsletter (2) per semester
12. Attend scheduled meetings with Director of Minority Affairs/Graduate Assistants/Intern Students
13. Attend weekly staff meetings, orientations and TRiO/SSS program events
14. Create monthly bulletin boards at least (2) per semester
15. Perform other duties as assigned by the Directors of TRiO/SSS and Minority Affairs.
16. Assist with the Cultural Recognition/Graduation Dinner.
17. Work with one student group who serves the underrepresented student population.
18. Teach GST1100 Course (Spring Semester)

SUPERVISORY INSTRUCTION: Supervision will be received from the Director of TRIO/SSS