

**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

Gateway

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Advise 20-25 Gateway Students.
2. Attend Mandatory Professional Staff Training scheduled for August.
3. OPTIONAL: Attend (1) Gateway Orientation scheduled for summer.
4. Work on Special project for Minority Affairs
5. Work (2) weekend out of the year
6. Works with the chief advisor on maintaining updates with current issues, policies and procedures through academic assistance.
7. Work as liaison between Minority Affairs and Career Services on minority initiatives.
8. Extra Duties for Professional Development
9. Will assist in activities, programs and other events sponsored by the Office of Minority Affairs.
10. Assist with the Cultural Recognition/Graduation Reception.
11. Work with one student group who serves the underrepresented student population.
12. Develop outreach activities that encourage underrepresented populations to participate with Career Services
13. Attend scheduled meetings with Director of Minority Affairs/Graduate Assistants/Intern Students.
14. Perform other duties as assigned by the Director of Minority Affairs.
15. Teach GST1100 Course (Spring Semester)

SUPERVISORY INSTRUCTION: Supervision will be received from an Academic Advisor in Gateway.