



# Student Life Office Graduate Assistant Position Announcement



EASTERN ILLINOIS UNIVERSITY™

The position of Student Life Graduate Assistant is one of (3) full time positions within the Office of Student Office which assists with the development of EIU community. The Graduate Assistant works closely with the Director and Assistant Director for Student Life in providing an EIU community that provides a positive developmental experience for students. The Graduate Assistant provides support and supervision to student leaders involved in all facets of student life programming that include – *University Board campus entertainment, Student Government, Multicultural Programming, Leadership Support Services, Registered Student Organizations and Major University Events.*

**Report to: Director of Student Life, Student Life Office**

### **Service Compensation/Benefits:**

The Graduate Assistants for Student Life are expected to fulfill the duties of their positions, and this may on occasion require above and beyond 20 hours per week. Work duties at nights/weekends and irregular hours are to be expected. Monetary compensation will be \$850 per month. A tuition waiver is provided through the EIU Graduate School. In addition, Graduate Assistants receive \$400 in Dining Dollars per semester and \$100 in Professional Development Grant monies per year. Graduate Assistants for Student Life are required to maintain a full time academic schedule; full time for graduate students is 9 credit hours but no more than 16 hours of course work per semester. Preference is given to candidates with previous programming background/experience and students enrolled in a master's degree program. Candidates must also have demonstrated leadership and interpersonal, and programming skills. Appointments are made yearly and are evaluated for continuation.

### **Term Of Service:**

Contracts are yearly and will begin August 1, 2009.

### **Position Available:**

2 Graduate Assistant Positions Available Fall Semester (Starts August 2009)

### **Responsibilities:**

#### **General Responsibilities:**

- Assisting the Director/Assistant Director to which he/she reports
- Serve as a positive role model for students
- Promote involvement in student life/student activities, student organizations, and professional development
- Meeting regularly with the Director/Assistant Director and student advisees
- Meet with the Director at least once per semester for annual performance evaluation
- Keep regular posted office hours, meetings and appointments
- Assist with the development of programmatic policies and procedures
- Maintain professionalism and confidentiality in administrative, personal and personnel matters
- Assist in recruiting, selecting and training new students leaders for all programming areas of advisement
- Coordinate, oversee and advise the various programming areas on budgeting, event planning, marketing, committee development and leadership training
- Assist in the recruitment and retention of new student leaders in programming areas
- Assist in the coordination of leadership retreat(s) and workshops with Director, Assistant Director and Student Leaders.
- Oversee special projects as requested by the Director and Assistant Director.
- Maintain a minimum of 20 office hours per week.
- Maintain a full time academic schedule – full time for graduate students is 9 credit hours.

### **Specific Responsibilities:**

- Duties include attending weekly meetings, all staff calls and significant SLO sponsored events.
- Advisement and supervision of student leaders in major areas of assignment
- Assisting organizations with worthwhile educational programming
- Coordinating recruitment efforts
- Monitoring budgets and accounts
- Supervision of various student life programs and events
- Participation in professional development opportunities

### **Desired Qualifications:**

- Extensive knowledge student life programming areas
- Demonstrated budgetary and event planning experience
- Appreciation of diverse students, programs and ideas
- Knowledge of relevant technology
- Excellent decision-making, organizational and interpersonal skills
- Willingness to work evening and weekend hours
- Knowledge of leadership theories, development and/or training
- Experience with supervising, training, facilitating and/or leading student leaders and organizations
- Demonstrated involvement in student leadership and programming areas
- Strong interest in mentoring, developing, and supervising students
- Strong ability to work as part of a team and autonomously

### **Application/Inquiry:**

Application materials should include:

- A Cover letter which addresses the candidate's interest in this position and the specific skills and qualifications related to the position
- A Resume outlining the candidates background, student involvement and experiences in related programming
- A minimum of 3 Reference Letters in related job areas (including names, addresses, e-mail addresses, and telephone numbers)

**Positions are awarded on a competitive basis.**

### **Application Process:**

Applications will be reviewed as they are received and will continue until the positions are filled. Resumes received prior to appointment date of **April 15, 2009** will be given priority. Interested applicants should send a cover letter, resume and 3 references to:

Ceci Brinker  
Director of Student Life  
Eastern Illinois University  
Student Life Office  
600 Lincoln Avenue, Charleston, Il. 61920  
E-mail – [cbrinker@eiu.edu](mailto:cbrinker@eiu.edu)