

Department:	Office of Inclusion & Academic Engagement
Position:	TRiO Graduate Assistant
Hours/Week:	19.5
Contract Dates:	August 12, 2019 - May 8, 2020
Supervisor:	Maggie Burkhead
Supervisor Contact:	mlburkhead@eiu.edu 217-581-7849
Benefits:	\$ 875/Month

Duties and Responsibilities: TRiO/SSS Program - Program Initiatives

The Office of Inclusion & Academic Engagement 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 Inclusion & Academic Engagement provides an academic environment and support structure that is aimed at improving the retention and graduation rates of multicultural students.

- Attend Mandatory Professional Staff Training scheduled for August.
- Carry a case load of 30-35 students.
- Develop and facilitate (2) workshops per semester
- Assist Director in organizing graduate school visits
- Attend and supervise (1) graduate school visit per semester
- Assist Director in organizing cultural or extracurricular activities
- Extra Duties for Professional Development.
- Assist in facilitating student leadership activities
- Organize student advisory committee
- Work (3) weekend out of the year [EIUnity Diversity Conference, ACCESS Granted and BSR]
- Assist with the program newsletter (2) per semester
- Attend monthly meetings with Director of Inclusion & Academic Engagement /Graduate Assistants/Intern Students
- Attend weekly staff meetings, orientations and TRiO/SSS program events
- Create monthly bulletin boards at least (2) per semester
- Perform other duties as assigned by the Directors of TRiO/SSS and Executive Director of Inclusion & Academic Engagement Assist with the Cultural Recognition/Graduation Dinner.
- Work with one student group who serves the underrepresented student population.

Special Qualifications:

- Experience working with First-generation and ethnic minority
- Involvement in undergraduate student organizations
- Familiar with social media platform and possibly ways for assist with communication and marketing