

Department:	Office of Minority Affairs
Position:	Minority Affairs Graduate Assistant
Hours/Week:	19.5
Contract Dates:	August 6, 2018-May 10, 2020
Supervisor:	Mona Y. Davenport, PhD
Supervisor Contact:	Mydavenport@eiu.edu 217-581-6690
Benefits:	\$ 875/month

Duties and Responsibilities: *Recruitment, Retention and Community Relations*

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.

- Facilitate the planning and assist with the coordination of Student of Color/Underrepresented retention project.
- Attend Mandatory Professional Staff Training scheduled for August.
- Assist minority recruiter on all pre-collegiate, transfer and high school activities for the department.
- Develop and facilitate (2) workshops per semester
- Serves as the liaison between recognized student organizations regarding recruitment initiatives.
- Takes leadership in coordinating one or more recruitment phone-a-thons with the Office of Admissions.
- Assist with student training for recruitment [Ambassadors]
- Coordinate departmental representation at university sponsored programs, Open Houses and any area meetings.
- Attend monthly meetings with Director of Minority Affairs/Graduate Assistants/Intern Students.
- Supervise Study Tables for the Gateway Program
- Work on Special project for Minority Affairs
- Perform other duties as assigned by the Director, Minority Affairs.

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

