

Department:	STUDENT LIFE OFFICE
Position:	(5) 2-yr. SLO Graduate Assistantship Positions
Hours/Week:	20-Hours per week including nights/weekends
Contract Dates:	9-month contract beginning August 1st – April 30th , Re-newable
Supervisor:	Cecilia Brinker
Supervisor Contact:	cbrinker@eiu.edu , (217) 581-3829
Benefits:	Tuition-waiver, Stipend - \$7,875/Annually, \$875/ Per Month; Dining Dollars Meal Plan - \$400/Per Semester

Duties and Responsibilities:

The Student Life Office seeks graduate degree candidates in the College Student Affairs Program, or other related field to provide graduate-level administrative and supervisory staff support to the day-to-day Student Life Office operations, events and programs. Primary areas of responsibility include staff advisement of the **University Board campus entertainment, Black Student Union (BSU), Latin American Student Organization (LASO)**, and the **EIU Student Government**. In addition, primary responsibilities and duties include **Major University Events/Traditions -Large scale Concerts, PROWL Wknd, Pantherfest, Union Up All Nights, First Night, Pantherpalooza, Homecoming Week, Family Weekend, Pantherstock Spring Fling, MBEIU Scholarship Pageant** and more. In addition Secondary areas of advisement include - **Leadership Support Services, Diversity in Action Council (DAC) and Registered Student Organizations**.

Special Qualifications:

- Bachelor's Degree from an accredited college or university and admittance into a graduate degree-seeking program within EIU
- Undergraduate cumulative GPA of at least 2.75 (on 4.0 scale)
- Maintain full-time graduate student status and completion of Master's Degree Program
- Past participation or leadership experience in Student Activities
- Willingness to work evenings/weekends
- Strong interpersonal, written and oral communication skills
- Effective organizational, event planning, marketing, time management and supervisory skills
- Demonstrated ability to work with and advise students/student groups of diverse cultural backgrounds; sensitivity to and appreciation of campus diversity
- Previous undergraduate experience in campus entertainment, multicultural, student governance, student organizations, student leadership programming areas a plus!