

Civic Engagement & Volunteerism Office



EASTERN ILLINOIS UNIVERSITY™

Graduate Assistant Position Description

Contract: 12 Month, June 1, 2022-May 31, 2023
Hours/Week: 20 hours a week during the academic year and 15 hours (May-July) in summer

Civic Engagement and Volunteerism primary focus is to engage and inspire our campus community to become engaged with meaningful service/volunteer opportunities in our community. On average our students give over 120,000 hours of service per year. We need to make sure our opportunities are relevant to their interests and educational goals, and help them learn they can change the world for the better by volunteering. We compliment our service opportunities with our Civic Engagement educational programming, including voting efforts.

We are looking for a Graduate Assistant who can be an extension of our leadership team in and outside of our office, who can thrive in a busy, ever changing environment, and be a cheerful problem solver. Our office is constantly planning upcoming events, recruiting volunteers, supporting students' needs and inquiries, and connecting with community partners. We need someone who is comfortable being (or learning how to be) a leader in large and small settings, and who can help strengthen the programs we offer.

Assist with Event Planning for Service Days

- Assist with ALL aspects of planning events for up to 1300 students (marketing, faculty/staff engagement, day of event leadership) including events such as Jumpstart, Family Weekend Service, MLK Day of Service, and Panther Service Day
- Serve as a liaison between local agencies to identify, plan and coordinate events
- Brainstorm potential service projects and special events
- Lead daily/weekly/monthly events independently

Marketing/Social Media

- Responsible for engaging with the campus and our students via all social media channels
- Creating and cultivating content that will encourage more followers and recruit participants to all of our programming including all marketing materials (print and social media) for events
- Responsible for updating and managing Panther Life and the new EIU Campus Calendar
- Support our community partners and share their needs with the greater community via platforms

Plan and Coordinate Hunger Action Month

- Brainstorm events/activities to raise awareness about local hunger and poverty issues including activities and educational programs/events
- Coordinate service opportunities related to food/hunger
- Fundraise for 3/4 local food pantries

Oversee and Manage Service to Go

- Respond to emails from students, faculty, and groups making requests for supplies and track the number of hours and volunteers on an annual basis
- Research and identify cost effective projects that would benefit our community partners
- Pull appropriate amount of supplies for each project and keep track of supply inventory

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Operation EIU Votes

- Plan and facilitate educational programs and outreach for students around the voting process and local, state, and federal voting opportunities
- Identify other student groups on campus to partner with to host voter registration events on a monthly basis
- Be an active participant of the Operation EIU Votes Coalition

EIU Campus Food Pantry

- Assist with running the EIU Campus Food Pantry
- Interact with and support students
- Initiate new programs to best meet the changing needs of the students
- Assist with the ordering of the food and management of day to day operations

Special Projects

- Chasing the American Dream Series/Social Justice Series
- Adventure EIU
- Service Learning Collaboration
- Socktober
- One Stop Community Christmas Volunteer Food
- Women Up Conference
- CEVO Leadership Awards/Scholarships

Summer Meal Program

- Act as the lead staff member to coordinate pickup and delivery of food Monday-Thursday
- Maintain accurate compliance with all grant and Health Department expectations

Assessment

- Maintain documentation on service hours completed monthly through our volunteer events
- Coordinate service hour verification emails to volunteers weekly
- Pull volunteer demographic reports

Other duties as assigned.....

For additional information on how to apply for this graduate assistantship, please visit or contact:

Beth Gillespie, Director
Crystal Brown, Assistant Director
Civic Engagement and Volunteerism
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