

**UNIVERSITY OF ILLINOIS AT URBANA CHAMPAIGN
OFFICE OF THE DEAN OF STUDENTS/FRATERNITY AND SORORITY AFFAIRS**

***JOB DESCRIPTION:
Pre-Professional Graduate Assistant: Wellness Programming***

Job Title:

Fraternity and Sorority Affairs Pre-Professional Graduate Assistant: Wellness Programming

Type of Position:

- .50 FTE/20 hours per week
- 9 months, beginning August 16, 2018
 - Winter Break work expectations: Graduate Assistants will receive two weeks off during the winter break period and will be expected to return to work beginning January 7, 2019.
 - Graduate Assistants will receive Fall Break and Spring Break off.

Description:

The Fraternity and Sorority Affairs Pre-Professional Graduate Assistant: *Wellness Programming* is designated by the Fraternity and Sorority Affairs Office, a unit of the Office of the Dean of Students, to serve as a consultant and aid to various wellness programming initiatives including the *Illinois Body Project*. This position reports directly to either the Associate Director or Assistant Director of Fraternity and Sorority Affairs.

Duties:

- Coordinate the Fraternity & Sorority Affairs wellness initiative *F.R.E.S.H. Greeks*.
- *Illinois Body Project* Program Coordinator (This program is a joint initiative of Fraternity & Sorority Affairs, The Counseling Center and Campus Recreation.)
 - Serve as the primary staff member for the *Illinois Body Project Program*.
 - Recruit and retain participation of sorority chapters interested in implementing the *Illinois Body Project Program*.
 - Explore possibilities of expansion into cultural based sororities and female athletic teams.
 - Responsible for convening the *Illinois Body Project* committee and responsible for organization of agenda, minutes and managing communication among the committee.
 - Assist in planning the logistics for Peer Facilitator training(s).
 - Serve as the primary contact for chapter leadership involved in Reflections.
 - Coordinate the scheduling and facilitation of semester Roundtables & Refresher training opportunities.
 - Act as a consultant to help chapters plan monthly follow-up activities & keep a log of these activities.

- Advise planning of Fat Talk Free Week programming, and other programs as deemed necessary by the participating chapters and the Reflections committee.
 - Maintain the *Illinois Body Project* presence online through the creation and upkeep of a webpage and social media.
- Coordinate, promote, facilitate and evaluate *G.L.A.S.S.*, Fraternity and Sorority Affairs alcohol education program.
- Coordinate and assist in the execution of the *Greek Life Balance* program with McKinley Health Education staff.
- Coordinate and assist in the execution of the *GUARD* program with Women's Resources Center staff.
- Serve as the Fraternity and Sorority Affairs representative on the Eating Disorders Awareness Week committee.
- Create and execute new workshops, programs and educational campaigns on a variety of wellness topic areas.
 - Topics may include: Alcohol, fitness, nutrition, sexual health, stress management, etc.
- Assist and advise council officers in the area of wellness and risk management programming.
- Serve as primary staff advisor to 10-12 chapters from all four councils.
- Create documentation system to aid in future program implementation.
- Serve as a staff member of Fraternity and Sorority Affairs and attend meetings required by all staff members.
- Meet weekly with supervisor.
- Complete other duties as assigned.

Qualifications:

1. Commitment to working with programming on wellness topics.
2. Experience in working with event planning and/or program implementation
3. Ability to work independently and in team settings.
4. Effective written and verbal communication skills.
5. Effective organizational, planning and conceptualization skills.
6. Willingness to work nights and some weekends.

Applicants must be enrolled as a graduate student in the College of Education: Education Policy Organization and Leadership (EPOL) and, Educational Psychology.

Compensation:

Commensurate with current UIUC policies on graduate student stipends and waivers.

Application Procedure:

- Apply online: <http://www.odos.uiuc.edu/assistantships/>
- Email resume to adye@illinois.edu
- Application process is rolling.

Questions? Please contact:

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