

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

**Office of Minority Student Affairs**

130 Turner Student Services Building, MC-306  
610 East John Street  
Champaign, IL 61820



**GRADUATE MENTOR – MULTIPLE POSITIONS  
(50% GRADUATE ASSISTANTSHIP)**

**OFFICE OF MINORITY STUDENT AFFAIRS**

**POSITION SUMMARY:**

The position is responsible for providing comprehensive academic mentoring services to a caseload of students. Core tasks are categorized by academic, programming, and administrative functions.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The person will be expected to exercise good judgment, maturity, and limited autonomy in the execution of responsibilities. Evening and weekend hours may be required.

1. (80%) Academic functions:
  - a. Mentoring and coaching students on how to set and achieve realistic academic and personal goals.
  - b. Assisting students with identifying and addressing barriers to academic success.
  - c. Monitoring and replying to student responses to outreach efforts.
  - d. Assisting students with reviewing their academic progress to develop plans on improving their academic performance.
  - e. Making proper referrals to other campus resources.
  - f. Referring severe cases to the appropriate professional staff member.
  - g. Advocating for students as appropriate.
2. (10%) Administrative functions:
  - a. Preparing and submitting weekly service delivery reports to appropriate sources.
  - b. Maintaining accurate student service records.
  - c. Attending appropriate meetings as requested by staff.
  - d. Attending staff and in-service professional development meetings.
3. (10%) Programming functions:
  - a. Participating in Quad Day and welcome activities.
  - b. Developing and facilitating appropriate workshops and trainings for campus partners as requested.
  - c. Representing department at campus programs hosted by campus partners.
  - d. Assisting staff with the creation and implementation of workshops.
  - e. Assisting with maintaining a social media presence for the unit.
4. Assisting with meeting operational needs by performing other appropriate related duties.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Must be enrolled in a University of Illinois at Urbana-Champaign graduate program.

## **REQUIRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS**

- Knowledge of challenges, issues, or barriers facing undergraduate students, especially student populations such as historically-underrepresented, first generation students, students from low-income backgrounds, and transfer students.
- Ability to operate independently with self-direction as well as in a collaborative manner as a member of a team
- Knowledge of intervention services (e.g., developmental activities and programs) designed to achieve student success.
- Ability to navigate the Internet
- Microsoft Office Suite (e.g., Word, Excel, PowerPoint, Publishing)
- Persuasive written and oral communication
- Ability to adapt to planned and unplanned change, fast-paced, and data-driven environment.
- Ability to think analytically

**HOURS:** Approximately 20 hours per week.

**SALARY:** At least \$1,817.87 per month for 9-month appointment

**ANTICIPATED START DATE:** August 16, 2018

**HOW TO APPLY:** To apply, please submit the following three items to La Tanya Cobb ([lcobb@illinois.edu](mailto:lcobb@illinois.edu)).

- 1) **Cover Letter** (addressing qualifications, experiences, and how you comply with requirements)
- 2) **Resume or C.V.**
- 3) **Contact information for three references** (including name, job title, phone number, and e-mail address)

Transcripts will be required before appointment can be made.

**APPLICATION DEADLINE:** Applications will be reviewed and interviews may be conducted immediately and will continue until a suitable candidate is identified.

**WEBSITE:** <http://omsa.illinois.edu/>

**STUDENT AFFAIRS DIVERSITY STATEMENT:**  
[http://www.omsa.illinois.edu/DOCS/Diversity\\_SA.pdf](http://www.omsa.illinois.edu/DOCS/Diversity_SA.pdf)

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity ([www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu)).