

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



**TRIO McNAIR SCHOLARS PROGRAM ASSISTANT
(25%-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, professional development and learning, service, assessment, and administrative tasks. Other duties as assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. (50%) Academic functions (Teaching and Mentoring):

- Mentoring and coaching students on how to set and achieve realistic academic and personal goals.
- Co-Instruct 8-week spring research seminar
- Assisting students with identifying and addressing barriers to academic success.
- Monitoring and replying to student responses to outreach efforts.
- Assisting students with reviewing their academic progress to develop plans on improving their academic performance.
- Making proper referrals to other campus resources.
- Referring severe cases to the appropriate professional staff member.
- Advocating for students as appropriate.

2. (20%) Administrative functions:

- Preparing and submitting weekly service delivery reports to appropriate sources.
- Maintaining accurate student service records.
- Collecting and entering service data into the designated database.
- Attending appropriate meeting as requested by staff.
- Attending staff and in-service professional development meetings.
- Assisting with meeting operational needs by performing other appropriate related duties.

3. (20%) Assessment functions:

- Participating and assisting with assessment activities such as data collection, literature reviews, and some analysis related to grades and other outcomes data.
- Assisting staff with the evaluation of workshops.
- Research and benchmark practices related to academic mentoring and coaching.

- Monitoring and reporting on students' academic progress in all courses.
4. (10%) Programming functions:
- Developing and facilitating appropriate workshops and trainings for campus partners as requested.
 - Representing department at campus programs hosted by campus partners.
 - Assisting staff with the creation and implementation of workshops.
 - Assisting with maintaining a social media presence for the unit.
 - Monitoring and replying to student responses to outreach efforts.

REQUIRED EDUCATION AND EXPERIENCE

- Must be enrolled as a strong academic graduate student in a program at the University.
- Bachelor's degree in education, counseling, psychology, human development, and related fields are desired but students in other disciplines will be considered.
- Must have prior experience related to duties.

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

EXPECTED HOURS: 20 hours per week

SALARY: For 25%-50%, at least \$908.94 - \$1,817.87 per month for 9-month appointment per month.

ANTICIPATED START DATE: August 16, 2018

TO APPLY: Please submit a letter of interest, curriculum vitae, writing sample, and three references (name, position, and contact information) to Dr. Nameka Bates (nbates1@illinois.edu).

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

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).