

**UNIVERSITY OF ILLINOIS AT URBANA CHAMPAIGN**  
**Illini Union, Illini Union Board**

**GRADUATE ASSISTANTSHIP (3 positions)**

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**Job Title:**

Graduate Assistant for the Illini Union, Illini Union Board

**Type of Position:**

50% Graduate Assistantship, 9-month, August 20, 2018 – May 10, 2019

**Description:**

The graduate assistant will act as a graduate advisor to the Illini Union Board and serve as a member of the Student Programs & Activities Office staff. This is an opportunity for a self-directed graduate student with a commitment to college student development to work with an innovative campus programming organization within a dynamic student center facility. This person will help the student members of the Illini Union Board campus programming and Illini Union advisory board with program development and execution – which will include meeting regularly with students, contacting potential artists, contract negotiation, event assessment and staffing. The candidate may also have the opportunity to be involved with additional office and Illini Union initiatives.

**Duties:**

- Complete 20 office and/or event coverage hours per week performing tasks including, but not limited to, the following:
- Advise and work with student volunteers to develop regular campus programming initiatives within the Illini Union via a selection of assigned student committees and/or events
- Support the overall operations of the Illini Union Board through regular meetings with students, artist outreach, contract negotiation, and event assessment
- Apply student development through the advisement of students involved in the Illini Union Board
- Through relationship building, presentations, and practice introduce students and staff to the Illini Union Board and Student Programs and Activities Office
- Assist the Student Programs and Activities Office and the Illini Union with community building and awareness events such as Illini Union Welcome Week and recognition programs.
- Please note that other duties and projects will be assigned by supervisor as needed.

**Qualifications:**

Experience in student activity/programming boards and Union operations. Candidate needs to have experience working with diverse student populations, possess self-directed motivation, have a positive attitude and possess flexibility for work in a fast-paced, dynamic student setting. Candidate will need to be available to regularly work weeknights and weekends.

To be eligible for this assistantship, applicants must be enrolled as a graduate student at the University of Illinois, in Higher Education Administration (EOL or EPOL)..

**Compensation:**

Commensurate with current UIUC policies on graduate student stipends and waivers. Please notify the interviewer if you are eligible for Federal Work-Study.

**Application Procedure:**

For consideration, please send letter of interest and resume by March 9, 2018 to:

Illini Union  
Staff Development & Human Resources  
227 Illini Union  
1401 West Green Street  
Urbana, IL 61801  
iuemployment@illinois.edu  
217-300-2519