

UNIVERSITY OF ILLINOIS AT URBANA CHAMPAIGN
Diversity & Social Justice Education, Office of Inclusion and Intercultural Relations

GRADUATE ASSISTANTSHIP

Job Title:

Graduate Assistant for I-Connect Diversity & Inclusion Workshops, Diversity & Social Justice Education, OIIR

Type of Position:

50% Graduate Assistantship, 9-month, August 16, 2018 - May 15, 2019
Position is limited to a one year appointment.

Description:

The graduate assistant will assist with coordinating the I-Connect Diversity & Inclusion workshops, including but not limited to scheduling of facilitators and workshops and organizing trainings and supervision of facilitators. In addition, the graduate assistant may have opportunities to work with larger initiatives within DiversityEd and OIIR, including assessment design and program development.

Duties:

- Assist with the hiring of I-Connect facilitators
- Train and supervise I-Connect facilitators
- Schedule facilitators for all I-Connect Diversity & Inclusion workshops, managing requests for subs
- Schedule and coordinate I-Connect Diversity & Inclusion and associated workshops
- Organize communications with participants, facilitators, and site coordinators
- Assist with orientation and practice sessions and regular roundtable meetings
- Assist with the assessment of the I-connect Diversity & Inclusion workshops
- Support the LENS Diversity Certificate program
- Meet weekly with supervisor
- Other duties as assigned

Qualifications:

Experience in supervising and coordinating student activities; experience with education and facilitation a plus. Candidate should also possess strong intercultural knowledge and awareness. Candidate needs to have experience working with diverse student populations, possess self-directed motivation, have a positive attitude and possess a strong attention to detail.

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

Compensation:

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

To apply:

- Email the following information as an attachment to wantland (at) Illinois (dot) edu.
 - Letter of interest, indicating your current academic interests and career goals, description of your experience with social justice education, experience in student affairs training or programming, and explanation of why this position is of interest to you.
 - Resume or C.V. and contact information for three references.
- Review of applications will begin ASAP and interviews may be scheduled as soon as applications are received. Applications close April 13, 2018.
- For more information, contact Ross Wantland, Diversity & Social Justice Education at 217-244-1814 or wantland (at) Illinois (dot) edu