



**Office of Student Involvement
Graduate Assistant
2024-2025**

General Summary

Illinois Wesleyan's Office of Student Involvement strives to provide a vibrant campus life program that engages, entertains, educates, and involves all IWU students. In achieving this vision, the Office of Student Involvement Graduate Assistant is an integral member of the Division of Student Affairs. This role includes opportunities to gain experience in Fraternity and Sorority Life, Fraternity/Sorority Housing, & Campus Activities. In addition, this role will gain experience in crisis management and response by assisting the Office of Residential Life as a member of the on-call duty team. The Graduate Assistant is supervised by the Director of Student Involvement and is responsible for working 25 hours per week.

Responsibilities and Duties

- Provide oversight, with the Director, of the fraternity housing experience. This includes but is not limited to the following: check-in/check-out procedures, conducting walkthroughs & health and safety checks, hosting fraternity housing team meetings, & addressing facility-related issues.
- Supervise one (1) Community House Manager and three (3) Fraternity House Managers.
- Co-advise the Interfraternity Council, with the Director, and directly advise three (3) council officers.
- Serve as a chapter coach for one (1) fraternity and one (1) sorority, which includes supporting the chapter through completion of the annual Chapter Thrive program.
- Co-advise the Campus Activities Board, with the Assistant Director, and directly advise half of the board, including co-advising the Director
- Provide direct oversight of several CAB events a semester, usually in the evenings and/or on weekends.
- Serve as an engaged member of the Office of Student Involvement team, attending meetings, evaluating strengths and weaknesses of programs, and serving on committees.
- Serve on the Office of Residential Life on-call duty team to ensure safety, security, and policy enforcement within the residential facilities. This includes submitting reports to an online database with details of incidents.
- Perform other duties as assigned.

Minimum Qualifications

- Possess a bachelor's degree.
- Acceptance in and satisfactory progress towards a degree in the College Student Personnel Administration master's program, or a related field of study, at Illinois State University.
- Understand the importance of involvement and engagement to the undergraduate student experience.
- Commitment to promoting and enhancing diversity, equity, and inclusion.
- Possess an appreciation for and desire to understand student affairs works at a private, liberal arts college.

Preferred Qualifications

- Membership in a fraternity or sorority.
- Previous experience in student organizations, housing, campus activities, or event planning.

Remuneration

- Compensation includes an annual stipend of \$12,000.00.
- A furnished apartment in one of the residence halls on-campus.
- Free campus parking for all vehicles.
- Free access to Shirk Center.

Application Information & Deadline

- Please contact Tyler Manning, Director of Student Involvement, at tmanning@iwu.edu, to schedule an interview.
- Start Date: Thursday, August 1, 2024