

Illinois State University

EVENTS & PROGRAMMING GRADUATE ASSISTANT – Alumni Engagement

Available: August 2024 – May 2025

Department: Alumni Engagement
Campus Box 3100
438-2586

Reports to: Samantha Lowry, Associate Director of Alumni Engagement

Duties: The graduate assistant will work under the supervision of the Associate Director of Alumni Engagement. Responsibilities will focus on events and program management. These will include, but not be limited to:

- 35% Serves as Graduate Advisor to Student Alumni Council (SAC): attend group meetings, oversee programs, respond to student needs and questions to guide their development as leaders and coordination of programs, assist students in creating timelines and checklists for their programs, assist students in evaluating their programs. Must be available one evening per week for meetings (typically Monday evenings).
- 20% Cultivates student participation in planning and implementation of student-based Homecoming programs and events via Student Homecoming Committee. Attendance at Homecoming Steering committee meetings. Assist in development of sponsorship plan.
- 10% Oversees organization and distribution of promotional items for homecoming and commencement.
- 10% Prepares promotional tables (campus and community events): merchandize purchase, organization, onsite coverage, and coordinate volunteers.
- 10% Engagement in professional development serving as liaison to various campus committees.
- 5% Recruit and identify candidates for Future Alumni Leader as part of Alumni Engagement annual award cycle. Include leading selection committee of campus and alumni volunteers.
- 5% Serve as the liaison to the Central Illinois Birds of the Last Decade (BOLD) Alumni Network.
- 5% Assist the Alumni Engagement staff with other events and projects as necessary.

Required Qualifications:

- Must be a degree seeking graduate student at Illinois State University in Communication, Sport Management, College Student Personnel Administration, Recreation Administration.

- The expectation for this assistantship is to begin working in June either as a Summer Graduate Assistant or an hourly student worker depending on course enrollment.
- Excellent written and oral communication skills and experience working with confidential information.
- Ability to interact effectively with individuals of diverse populations and ages to represent Alumni Engagement well within the University and external communities.
- Must possess valid driver's license and reliable transportation.
- Experience working with the Microsoft Office package.

Desired Qualifications:

- Experience working with students and/or managing student programs.
- Strong organizational skills, ability to manage long-term projects, and ability to deal with rapidly changing priorities.
- Attention to detail and neatness.
- Medium to high stress tolerance and ability to work with interruptions and background noise.
- Experience to demonstrate familiarity with the University and community preferred.
- Access to a personal vehicle for transportation.
- Opportunity for position renewal following positive performance evaluation.

Hours/Days: To be determined, including various nights & weekends.