



**General Statement of Purpose and Duties:**

CAST Connections is the college-level student success center that serves undergraduate students in our 7 academic units within the College of Science and Technology. This role will work with the director of CAST Connections to facilitate student success and professional development. The graduate assistant assists in developing and implementing programs, events, and workshops focused on student success. Applicants interested in this opportunity can expect to learn the key elements of student programming, project management, and program assessment. Direct responsibilities include coordinating programming logistics, assessing programming efforts/initiatives, customizing programs/services to meet students' needs, and one on one interactions with students

**Principal Duties and Responsibilities:**

- Assist in coordinating student success programs/services for CAST Connections community groups (First-Gen Fellows)
- Assist in developing community partnerships for the CAST Connections student micro-internship program
- Assist in communications and outreach efforts, including but not limited to designing and implementing digital, social, and editorial content to build awareness of programs
- Assist in monitoring student academic and co-curricular involvement
- Other duties assigned as deemed necessary by the College

**Requirements:**

A graduate assistant must meet the requirements as outlined in the Illinois State University Graduate Assistant Handbook, which is available on the Human Resources website. In addition, graduate assistants must successfully complete a criminal background check in order to be hired. Graduate assistants must maintain a 3.0 cumulative GPA and remain in good disciplinary standing in order to retain their position. A graduate assistant in the College of Applied Science and Technology should possess strong interpersonal, leadership, and communication skills (both verbal and written).

**Additional Desired Attributes:**

- Attention to detail
- Demonstrated leadership skills
- Ability to take direction
- Empathy for students
- Excellent listening skills
- Self-motivated
- Creative
- Organized
- Passionate about creating quality programming for students and outreach to the community
- Familiarity with or ability to become familiar with administering surveys and interpreting data

**Length of Contract:**

The assistantship will begin August 12, 2023, and end May 16, 2024. The position requires an approximate 20-hour/week commitment and includes some evening and weekend hours. The individual may be contacted during non-work hours in the event an emergency occurs.

**Remuneration:**

This position will receive a full tuition waiver and a monthly stipend of approximately \$1,300 per month. The student is expected to pay graduate student fees.

*Illinois State is an equal opportunity/affirmative action university encouraging diversity. If you are an individual with a disability and need a reasonable accommodation under the Americans with Disabilities Act (ADA) or other state or federal law, you may request an accommodation by contacting the Office of Equal Opportunity and Access at (309) 438-3383.*