



**General Statement of Purpose and Duties:**

The Student Leadership and Development graduate assistant reports directly to an Assistant Director of Residential Life. The graduate assistant will assist the Assistant Director with the department's community engagement and student learning initiatives through the Residential Curriculum.

**Principal Duties and Responsibilities:**

- Assist with coordination of all residence hall programming efforts including themed living learning communities/faculty mentor program, sustainability, academic success, area government associations and diversity coalitions, developmental programs, Resident and Community Assistant programming, and the Association of Residence Halls. (40%)
- Assist with training and development of student leaders. (15%)
- Coordinate co-sponsored opportunities with campus departments and external University partners such as Homecoming, Pass It On Program, Sibling's Weekend, Family Weekend, Faculty Mentor Munch and Mingles, etc. to ensure quality programs in the residence halls. (15%)
- Research and create innovative strategies for Residential Curriculum Implementation as well as other living and learning opportunities. (10%)
- Create resources for hall staff around the implementation of the curricular approach. (5%)
- Collect data and assess the residential programming on an annual basis. (5%)
- Develop and monitor programming and faculty mentor budgets. (5%)
- Assist department with on-campus and off-campus errands as necessary. (5%)
- Performs other duties as assigned.

**Desired Qualifications:**

- Excellent oral and written communication skills
- A strong commitment to the growth and development of students
- Familiarity with residence hall operations is preferred
- Proven leadership, organizational and interpersonal skills, commitment to student development, sensitivity to multicultural issues, and support for the creation of a diverse environment are essential

**Requirements:**

A graduate assistant in University Housing Services must meet the requirements as outlined on the Illinois State University [Human Resources website](#) and be enrolled in the College Student Personnel, Communication, Sociology, Social Work, or Teaching and Learning graduate degree programs at Illinois State University. In addition, graduate assistants must successfully complete a criminal background check and possess a valid driver's license. Graduate assistants must maintain a 3.0 cumulative GPA and remain in good disciplinary standing in order to retain their position.

**Length of Contract:**

The ten-month assistantship will begin August 1, 2025 and will follow the Illinois State administrative calendar. The position requires an approximate 20 hour/week commitment and includes some evening and weekend hours.

**Remuneration:**

Graduate Assistantships in University Housing Services are provided a full tuition waiver and a monthly stipend.

*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.*