

General Summary:

Student Activities graduate assistants have direct programmatic responsibilities; advise student leaders; learn about and complete administrative components of student affairs work; assess students' needs and customize programs and services to meet those needs; and create and test a philosophical approach for their career.

Principal Duties and Responsibilities:

1. Manage registered student organization (RSO) processes and policies including registration, orientation, training and development, and recognition.
2. Plan and execute Winter Fest, an RSO involvement fair, including registration, table placement, logistics coordination, and promotion.
3. Coordinate involvement celebrations including program development, logistics coordination, and communication with campus partners.
4. Coordinate and create monthly e-newsletter to RSO presidents, treasurers, and advisors.
5. Assist with unit programs such as Welcome Week, Festival ISU, major concerts, and Homecoming to further develop ISU community relations.
6. Serve as a Dean of Students Office staff member, participating in regular staff meetings, training, professional development sessions, and supporting unit/departmental functions and events as required.
7. Serve as a University representative for Dean of Students Office programs, on and off campus, as business needs dictate and travel with students to conferences and workshops (may include driving University vehicles).
8. Perform other duties and functions for the Student Activities unit and the Dean of Students Office as assigned.

Requirements:

All graduate assistants must meet the requirements as outlined in the Illinois State University Graduate Assistant Handbook 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.

Length of Contract:

The assistantship will begin July 15, 2024 and end May 15, 2025 and will follow the Illinois State University administrative calendar with an average of 20/hours per week. Occasional evening and weekend hours will be required. Graduate Assistants are expected to hold office hours during the regular work week, Monday-Friday between 8 a.m. and 4:30 p.m.

Remuneration:

Graduate Assistants receive a full tuition waiver and a monthly stipend of \$1,300/month.

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