



Graduate Assistant University Program Board

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. Advise University Program Board (UPB) student leaders in the planning of campus wide events including contracting vendors, budgeting, marketing and promotions, media management, and event management.
2. Advising UPB also includes holding weekly one-on-one meetings with student advisees, supervision of programs and events, as well as participation in additional meetings, elections, and retreats.
3. Utilize theories of human development to effectively advise students through their cognitive, social, emotional, and behavioral development as leaders, as well as theories of social systems and observations of group process to aid in the creation of diverse and inclusive programs and events for ISU's campus.
4. Develop skills in fiscal management through assisting students in the creation of and adherence to event budgets.
5. Provide general guidance, mentorship, and support to all UPB members by establishing relationships, managing communication, and influencing change.
6. Accompany student delegations through attendance at regional and/or national conferences.
7. Assist with unit programs such as Welcome Week, Festival ISU, major concerts, and Homecoming to further develop ISU community relations.
8. 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.
9. 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).
10. 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.

Illinois State University is an Equal Opportunity/Affirmative Action employer. 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.