



UNIVERSITY COLLEGE

Illinois State University

Position: Graduate Assistant in the Julia N. Visor Academic Center: University College-Academic Enhancement

Length of Contract: Fall Semester 2026; Spring Semester 2027; 20 hours per week positions available with evening and weekend hours required

General Summary:

Graduate Assistants in the Julia N. Visor Academic Center, part of Academic Enhancement under University College, play a vital role in supporting students' academic success. The center offers services to aid students' academic journeys, through 1) Academic Support Communities, 2) Academic Support Services, and 3) Curriculum Services. Visor Center Graduate Assistants work in one of those three areas.

The Visor Center comprises of 8 professional staff, approximately 8 graduate assistants, and 75 student employees, operating collaboratively despite distinct responsibilities. Graduate Assistants engage in diverse tasks, including direct one-on-one student support, academic skills workshops, evening and weekend supervision of undergraduate staff, and administrative work. They also serve as liaisons for the Visor Academic Center and Academic Enhancement, advancing the goals of University College.

Principal Duties and Responsibilities:

In addition to the above duties, Graduate Assistants may have specific programmatic responsibilities in the following areas:

1. Assist in the coordination and programming of first-year and transition courses in University College.
2. Assist with the supervision, evaluation, and training of tutors and Supplemental Instruction Leaders.
3. Assist in serving as a liaison for students in academic support communities such as Hope Chicago, One Goal, Phoenix Pact, and Bottom Line.
4. Utilize best practices in teaching and learning to assist students in their academic journey.
5. Other duties as assigned or discussed with supervisor.

Remuneration: Graduate Assistants in University College/Julia N. Visor Academic Center will receive a full tuition waiver and a \$1510 per month stipend.

Required Qualifications:

1. Interest in promoting academic achievement for all students
2. Interest in working with diverse student populations
3. Excellent written and oral communication and interpersonal skills
4. General computer knowledge and competence, specifically experience with Microsoft Office Suite (including Word, Excel, PowerPoint, and Outlook)