



## **Graduate Assistant Position Description**

### **Student Involvement**

### **Dean of Students Office**

#### **General Summary**

Graduate Assistants in Student Involvement serve as integral members of the Dean of Students Office and support the development, implementation, and assessment of co-curricular learning experiences that foster student engagement, leadership development, and community belonging. Graduate Assistants advise and support student leaders and organizations, assist with the planning and execution of programs and events, complete administrative and operational components of student affairs work, and collaborate with campus and community partners to advance an inclusive, equitable, student-centered engagement environment. Successful candidates will demonstrate openness to connecting with diverse student populations and a commitment to inclusive practices, while gaining practical experience aligned with their professional preparation in higher education and student affairs.

#### **Scope of Work**

While Graduate Assistants may be assigned a primary functional area, this position is designed to be flexible and responsive to the evolving needs of the Dean of Students Office of Student Involvement. Graduate Assistants may be assigned responsibilities that support programming, departmental initiatives, and events across the Dean of Students Office, including but not limited to Student Activities, Leadership Education and Development, and Sorority and Fraternity Life. As departmental needs evolve, Graduate Assistants may contribute to a range of department- and unit-level functions in support of student engagement, leadership development, and community building.

#### **Principal Duties and Responsibilities**

Responsibilities may include, but are not limited to:

- Advise and support student leaders, organizations, and/or groups, providing guidance related to leadership development, goal setting, organizational operations, and University policies and expectations.
- Plan, coordinate, and execute special events and large-scale University programs Welcome Week, College Panhellenic Council Primary Recruitment, Commencement, and Festival ISU, in alignment with Dean of Students Office priorities.
- Perform administrative and operational functions, including budgeting and purchasing, contract review, program assessment and evaluation, communications, marketing, and resource management.
- Assist with the supervision, training, and development of student staff, interns, or volunteers, as applicable to assigned functional areas.

- Collaborate with professional staff and campus and community partners to advance unit goals, divisional priorities, and institutional initiatives.
- Represent the Dean of Students Office and Student Involvement at University programs, meetings, events, and conferences, both on and off campus (including student trips/programs), as departmental needs dictate.
- Participate fully as a Dean of Students Office staff member, attending regular staff meetings, trainings, required professional development opportunities, and supporting office and divisional functions.
- Perform additional duties as assigned to support Student Involvement and the Dean of Students Office.

### **Commitment to Equity, Diversity, and Inclusion**

Graduate Assistants are expected to support and contribute to an inclusive and equitable student engagement environment by utilizing inclusive communication and advising practices, engaging in ongoing learning related to diversity and social identity, and supporting programs and initiatives that foster belonging and access for all students.

### **Requirements**

All Graduate Assistants must meet the requirements outlined in the Illinois State University Graduate Assistant Handbook available on the [Human Resources website](#). Graduate Assistants must maintain a minimum cumulative GPA of 3.0 and good disciplinary standing to retain their position.

### **Length of Contract**

Assistantships follow the Illinois State University administrative calendar, average 20 hours per week, and require some evening and weekend hours. Expected start date will be mid-July and run through the end of May 2027.

### **Remuneration**

Graduate Assistants receive a full tuition waiver and a monthly stipend of \$1,510.

### **Equal Opportunity Statement**

Illinois State University is an Equal Opportunity/Affirmative Action Employer. Individuals with disabilities who require reasonable accommodations under the Americans with Disabilities Act (ADA) or other applicable laws may request accommodations by contacting the Office of Equal Opportunity and Access at 309-438-3383.