Graduate Assistant- Leadership and Community Development

General Summary:
Graduate Assistant for the Leadership and Community Development unit in Illinois State University’s Multicultural Center assist the staff in varying capacities, based on the needs of the campus community and overall staff composition. The combination of duties within each Graduate Assistant’s position description may vary each semester but will include some of the possible duties and responsibilities below. Graduate Assistants may advise student organizations, assess programs and services, and provide outreach to the greater campus community. Graduate Assistants may also assist with coordinating programs and services related to anti-racism, equity, and justice for the campus community.

Possible Duties and Responsibilities:

1. Advise one or more Sponsored Identity-based Student Organizations with the Center in planning campus-wide events, including contracting, budgeting, and event management.
2. Assist in the development of curriculum for outcomes-based learning and team-building sessions for the Sponsored Identity-based Student Organization’s leadership.
3. Use an intersectional lens to assist student leaders in the planning, marketing, and delivery of programs and services which support the University’s core value of diversity and inclusion.
4. Assist with Multicultural Center programming by developing learning outcomes, creating program plans, researching available resources, developing marketing strategies, mapping program logistics, designing program assessments and implement programs.
5. Manage social media platforms including but not limited to; Facebook, Twitter, and Instagram.
6. Travel with and chaperone students on Student Affairs sponsored trips to conferences, workshops, and retreats.
7. Implement outreach initiatives that connect programs and services to the campus community.
8. Process and maintain paperwork and reports for all programs and services.
9. Participate in regular staff meetings, trainings, required professional development sessions, office events, and supporting office functions.
10. Serve as a University representative for the Multicultural Center, on and off-campus, as business needs dictate and travel with students to conferences and workshops (may include driving University vehicles).
11. Perform other duties and functions as assigned.
Preferred Degree Programs:

Requirements:
All graduate assistants must meet the requirements as outlined in the Illinois State University Graduate Assistant Handbook available on the Human Resources website. Graduate Assistants must maintain a 3.0 cumulative GPA to retain their position.

Length of Contract:
The assistantship will begin August 2, 2021, and end May 27, 2022, and will follow the Illinois State University administrative calendar with an average of 28/hours per week. Evening and weekend hours will be required.

Remuneration:
Graduate Assistants receive a full tuition waiver and a monthly stipend of $1,450. 
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