



STUDENT LIFE GRADUATE ASSISTANT POSITION DESCRIPTION

SUPERVISION

The Graduate Assistant position is one of (5) within the Student Life Office (SLO). The SLO Graduate Assistants work under the direct advisement and supervision of the Director of Student Life.

AREAS OF RESPONSIBILITY

Primary areas of responsibility include staff advisement of University Board campus entertainment, Registered Student Organizations, RSO Support Services, Multicultural Programming (Black Student Union, Latin American Student Organization, Learning By Example To Accept Diversity [L.E.A.D.]), Diversity in Action Council (DAC), EIU Student Government and major university events that include major concerts, New Student Mixer, Quakin' the Quad, Up All Nights, First Night, Pantherpalooza Student Involvement Fairs, Homecoming Week, Family Weekend, Winter Welcome Dayz, MBEIU Scholarship Pageant and Panther Bash Spring Fling.

GENERAL DUTIES

1. Support the Student Life Office (SLO) in the primary and secondary areas of student advisement, training, and leadership development.
2. Assist in the implementation of institutional policies, departmental procedures and regulations, performance/vendor contracts and negotiations, organizational policies, and guidelines.
3. Oversee the planning, implementation, budgeting, supervision, and assessment of student activity programs, services, and events within the Student Life Office.
4. Work collaboratively with other Office of Student Programs staff members to assist students in their connection, outreach, and involvement within Office of Student Programs areas, activities, and organizations.
5. Assist in all staff coverage and supervision of major university events. They include: Welcome Week, Homecoming Week, Family Weekend, Pantherpalooza Student Involvement Fairs, Winter Welcome Dayz, Miss Black EIU Scholarship Pageant, Panther Bash, major concerts, and more.
6. Collaborate within the Student Affairs Division to create an integrated and team-oriented approach to the delivery of Student Affairs and Student Life services and programs.

PRIMARY DUTIES

1. Advise up to (2) University Board Programming Committees on all aspects of campus events and entertainment – staffing, contract negotiations, budgeting, event planning, evaluation, and marketing. UB Committees include: UB Spotlight, UB Human Potential, UB Special Events, UB Traditions, UB Homecoming, UB Concerts, UB PR/Marketing, and UB Productions.
2. Advisement of (1) Major Concerts sub-committee area – Ushers, Security, Stage Crew, Hospitality/Catering sub-committee duties and responsibilities on all aspects of the planning and implementation of a major concert event.
3. Advisement of up to (1) EIU Homecoming Week sub-committee areas: Panther Pride, Campus/Community Relations, Activities/Kick-off, Parade, Elections/Coronation, and Publicity/Promotions on all aspects of the planning and implementation of EIU Homecoming week Events.
4. Advise up to (1) Multicultural Programmatic Area: Learning By Example To Accept Diversity (L.E.A.D.), Diversity in Action Council (DAC), Black Student Union (BSU), and Latin American Student Organization (LASO) on all aspects of organizational operations, student development/training to event planning—promotions, budgeting, coordination, assessment and marketing of multicultural programs/events. Provide on-site supervision at programmatic events and activities.
5. Assist in the planning and implementation of monthly cultural awareness programs, events, and celebrations that include - Latino Heritage Month, African-American Heritage Celebration, First Generation Student Week, Women's History Awareness Month, and the EIU Diversity Conference.
6. Develop an understanding of University business office procedures and the student fee funds allocation and budgeting and contractual processes as they relate to the sponsorship of student programs.
7. Assist the Student Life Office at all staff events as it pertains to major programs: major concerts, Welcome Week/Weekend, Homecoming Week, Family Weekend, Pantherpalooza Student Involvement Fairs, EIU Open House, EIU Admitted Student Day and New Student Orientation.
8. Oversee EIU Student Government Association in the advisement of (5) SG Executive Officers, (20) Student Senators and (8) SG sub-committees. Sub-committees include Internal Affairs, Campus Enhancement External Affairs, Academic Affairs, Diversity Affairs, Alumni Affairs, Student Affairs, and Business Affairs.
9. Oversee EIU Student Government signature programs and projects that include leadership retreats, Fall/Spring Elections, First Night Spirit Rally, Pantherpalooza Student Involvement Fairs, Prowlin' with the Prez. Series, Student Action Team, Voter Registration Drives, It's On Us Sexual Assault Awareness Campaign, Senate-on-the-Go, Safety and Disability Walks, Dining with the Deans, Thank-a-Professor, Distinguished Professor Award, forums, etc.
10. Assist in the development and facilitation of RSO Support Services and resources for 100+ Registered Student Organizations officers, members, and advisors that include: RSO Monthly Newsletter, Online Leadership Library, Online Leadership Workshop Series, On-Demand Leadership Clinics, etc.
11. Assist with the overall utilization, development, and enhancement of technology within the Student Life Office (i.e., graphic design, social media, websites, etc.).
12. Assist Student Life Office with assessment initiatives and projects that assess student involvement and satisfaction within the SLO services, programs, and activities.
13. Attend regional and national conferences of NACA, NASPA, ACU-I, ACPA (etc.) as deemed necessary by the staff and as funds permit.
14. Development of new, cost-effective, and innovative programmatic services and events that meet the diverse needs of the university community.
15. Other duties as assigned by the Student Life Office staff.



QUALIFICATIONS

- Bachelor's degree required.
- Admission into the EIU Graduate School is required.
- Enrollment in a full-time master's program in Higher Education, College Student Personnel.
- Administration or other related fields required within the university.
- Maintain full-time graduate student status and completion of a graduate degree program.
- Willingness to work evenings and weekends.
- Excellent written and oral communication skills.
- Effective organizational, planning, and conceptual skills.
- Ability to plan, promote and implement a diverse range of campus programming projects, events, and activities.
- Demonstrated ability to oversee and advise students/student groups of diverse cultural backgrounds – sensitivity and appreciation of campus diversity is a must.
- A demonstrated sense of job responsibility, initiative, energy, leadership, and maturity are a plus.

PREFERRED REQUIREMENTS

- Previous undergraduate experience in programmatic areas – campus entertainment, multicultural, leadership, student governance and major event planning essential.
- A strong commitment to and understanding of student development theories, advisement, and training in programmatic areas is essential.
- Highly motivated individual with good interpersonal, organizational, time management and multi-tasking skills; computer knowledge and expertise is a plus.
- Experience in multicultural/programmatic areas with responsibilities for leadership and program development.
- Experience in student group dynamics – communication, team building and conflict resolution.
- Strong administrative and programming skills preferred with proven success working with diverse student populations and programming areas.
- Strong event planning, supervisory and management skills are a plus.
- Computer technology and graphic design knowledge and skill set are a plus.

BENEFITS

Five graduate assistantship positions are offered in the Student Life Office (A maximum of five - 2-year assistantship positions are available).

STIPEND

\$9,000 per 9-month contract (\$1,000/monthly)

CONTRACT

ANTICIPATED START DATE: 9-month position from August 1, 2023 – April 30, 2024

Contract is renewable for up to a maximum of 2 years. Time off for Fall, Thanksgiving, Winter and Spring Breaks.



TUITION-WAIVER

9–15 hrs. of graduate tuition are waived each semester. Graduate assistants must enroll in a minimum of 9 hours each semester (3 hrs. in the summer optional) and maintain a 3.0 semester cumulative GPA. Graduate assistants may be eligible for state and federal aid programs. Graduate assistants may apply for summer tuition waivers.

ADDITIONAL APPLICATION MATERIALS

Please submit a cover letter (skill set, past experiences, and interest in Student Life areas), resume and references.

ABOUT EASTERN ILLINOIS UNIVERSITY

Eastern Illinois University was established in 1895 by the Illinois General Assembly. The university is located in Charleston, Illinois, the county seat of Coles County, in East Central Illinois. The city has a population of nearly 22,000. EIU is a public institution with an enrollment of 8,600+ students. The university grants bachelor's, master's and specialist degrees. For more information see the university's homepage at eiu.edu.



FOR MORE INFORMATION

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