



Department:	Counseling and Student Development
Position:	Faculty Research Assistant
Hours/Week:	18-20 hours a week
Contract Dates:	August 15, 2018 – May 15, 2019
Supervisor:	Dianne Timm, Associate Professor
Supervisor Contact:	dtimm@eiu.edu
Benefits:	Stipend: \$890 per month 9-15 hours of Graduate Tuition are waived each semester.

Duties and Responsibilities:

This departmental graduate assistant is mainly responsible for duties related to the College Student Affairs division of the department. The graduate assistant is accountable for tasks assigned by the CSA faculty, such as, classroom preparedness and research assignments. The graduate assistant's primary duty is to organize the application process for the College Student Affairs' program and also be involved in planning College Student Affairs' Interview Days. A variety of other responsibilities may be presented to this position by the department throughout the year.

Special Qualifications:

- Strong organizational skills.
- Ability to work with little direction.
- Administrative skills.
- Familiarity with web development and management.
- Willingness to learn and grow in the position.