

Graduate Assistant for the Office of Leadership and Engagement

Position Overview:

We are looking for Graduate Assistants who can be an extension of our leadership team in and outside of our office, who can thrive in a busy, ever changing environment, focused on student success, and be a positive promoter for leadership and engagement initiatives on EIU's campus. Our office is constantly planning upcoming events, advising student groups, recruiting volunteers, supporting students' needs and inquiries, and connecting with community partners. We need someone who is comfortable being a leader in large and small settings, and who can help strengthen the programs we offer.

General Office Duties

1. Assist with major campus-wide events. (i.e. Opening Weekend activities, Family Weekend, Homecoming, Admissions Open Houses and Admitted Student Days, Debut and Transfer Day Panther Fairs, Greek Week, Fraternity and Sorority Recruitment, FSL Retreats, etc.)
2. Development of new, cost-effective and innovative student programs and service projects that challenge students to expand their horizons, while meeting the diverse needs of the University community.
3. Marketing/Social Media: Responsible for engaging with the campus and community via all social media channels including creating content that will encourage more followers. Responsible for creating print marketing materials for office programs.
4. Assist in answering office emails, telephone calls, provide great customer services when students, staff, faculty, etc. visit the office.
5. Be able to assist in minor physical labor activities such as lifting, pushing carts, grocery shopping, sitting and standing for short to long periods of time, etc.

Fraternity/Sorority Duties

1. Serve as primary advisor to one of the two fraternity & sorority governing councils (Interfraternity Council (IFC) or Panhellenic Council (PHC) hosted under OLE. Attend all general meetings, executive board meetings, retreats, and programs of the council the graduate assistant advises.
2. Coordinate the registration process of events that may be philanthropic, social, or collaborative in nature and educational programming (i.e. focusing on risk behaviors, consumption of alcohol and other drugs, dimensions of wellness, National Hazing Prevention Week, etc.) for the OLE fraternity & sorority community.
3. Coordinate student and staff participation in the Association of Fraternal Leadership and Values (AFLV)/National Black Greek Leadership Conference (February). Attend the conference, and assist with oversight of students.
4. Assist with the planning, implementation and facilitation of leadership development programs for the EIU campus and Fraternity/Sorority chapter and council leaders.
5. Assist with advisement for Greek Week. Directly advising a Greek Week overall chair and a committee

Civic Engagement and Volunteerism Duties

1. Serve as a liaison between local agencies to identify, plan, and coordinate events, including leading daily/weekly/monthly volunteer events independently.
2. Plan and coordinate Hunger Action Month.
3. Oversee the Service to Go requests, including making sure materials are prepped and tracking service hours/volunteers on a semester basis.
4. Coordinate Operation EIU Vote, including planning education programs and outreach for students around the voting process and working with student groups to host voter registration events
5. Oversee the day to day operations of the EIU Campus Food Pantry including daily staffing, donation inventory/tracking, weekly shopping for fresh foods, etc.

6. Assist with planning of other programming (i.e. Socktober, One Stop Community Christmas, Women Up Conference, etc.)
7. Assist with planning major service days (i.e. Jumpstart, Family Weekend service, MLK Day of Service, and Panther Service Day)

Leadership & Engagement Programming Duties:

1. Assist in the planning and execution of Lead Lunch programming.
2. Create curriculum surrounding Leadership Workshops concerning emerging leadership, personal leadership, organizational leadership, and fraternity and sorority leadership.
3. Plan and assist in the execution of the Emerging Leaders program.
4. Assist in planning and logistics in the Panther Leadership Awards.
5. Will serve on the Student Appreciation Week committee and participate in the execution of the week's events.

QUALIFICATIONS:

- Bachelor's Degree and admittance into an Eastern Illinois University graduate program.
- Previous undergraduate experience in student leadership positions including but not limited to fraternity & sorority life, residential life, student government, multicultural programming, student leadership programs, student volunteering, and/or university committees or event planning.
- Willingness to work evenings and some weekends.
- Excellent written and oral communications skills
- Effective organizational, planning and conceptualized skills.
- Demonstrated ability to work with and advise students/student groups of diverse cultural backgrounds; sensitivity to and appreciation of campus diversity.

PREFERRED REQUIREMENTS:

- Membership within a social Greek lettered organization in terms of IFC, NPC, NPHC, NAFLO, etc.
- The ability to work independently and take the initiative to develop new and innovative programming.
- Experience in multicultural/student programming and leadership training with responsibilities for program and event development.
- Computer technology and graphic design knowledge and skills set are a plus.

BENEFITS:

Contract Dates: Nine-month contract – August 1- April 30. Contract is renewable for a second year upon mutual agreement of graduate assistant and supervisor. Possible summer opportunity based on need.

Stipend: \$1,100 month

Tuition Waiver: 9 to 15 hours of Graduate Tuition are waived each semester. Graduate Assistants must enroll in a minimum of 9 hours each semester and maintain a 3.00 semester cumulative GPA. Graduate Assistants may apply for summer tuition waivers.

For More Information:

Nathan Wehr, Director
Crystal Brown, Associate Director
Office of Leadership and Engagement
Eastern Illinois University
(217) 581-3967
E-mail: ole@eiu.edu