Job Title: Program Assistant for Special Projects and Administration  
Working Title: Graduate Programming Assistant  
Classification: Graduate Assistantship  
Position Number: U75172  
Unit/Program: Director’s Office  
Reports To: Teryl Brewster

POSITION SUMMARY:

The position is responsible for serving as a liaison to Diversity and Social Justice Education in the Office of Inclusion and Intergroup Relations (OIIR). The GA will assist in coordinating the I-Connect Diversity & Inclusion workshops, including but not limited to scheduling facilitators and workshops, organizing training, and supervising facilitators. In addition, the graduate assistant may have opportunities to work with larger initiatives within Diversity Education and OIIR, including assessment design and program development.

Type of Position:
This is a 50% Graduate Assistantship beginning August 16, 2021 through May 15, 2022. The position is limited to a one-year appointment.

Essential Duties:

(35%) Programming & Supervision:
- Assist with the hiring of I-Connect facilitators
- Train and supervise I-Connect facilitators
- Schedule and coordinate I-Connect Diversity & Inclusion and associated workshops.
- Schedule facilitators for all I-Connect Diversity & Inclusion workshops, manage requests for substitutions.
- Organize communications with participants, facilitators, and site coordinators for all I-Connect Diversity & Inclusion workshops

(15%) Administrative:
- Maintain accurate records as it relates to I-Connect facilitators (e.g., timesheets, trainings, facilitations).
- Assist with orientation, practice sessions, and regular roundtable meetings.
- Assist with the assessment of the I-connect Diversity & Inclusion workshops.
- Meet weekly with supervisor
- Other duties as assigned.

Qualifications:
Experience supervising and coordinating student activities; facilitating workshops, and training undergraduate student workers. The candidate should also possess strong intercultural knowledge and awareness. Finally, the candidate needs to have experience working with diverse student populations, possess self-directed motivation, have a positive attitude and possess a strong attention to detail.

To be eligible for this assistantship, applicants must be enrolled as a graduate student at the University of Illinois, either in Higher Education Administration (EOL or EPOL), Social Work, or related fields.

Compensation:
Commensurate with current UIUC policies on graduate student wages. Please notify the interviewer if you are eligible for Federal Work-Study.

To apply:
Email the following information as an attachment to tbrewste@illinois.edu.

- Letter of interest, indicating your current academic interests and career goals, description of your experience with social justice education, experience in student affairs training or programming, and explanation of why this position is of interest to you.
- Resume or C.V. and contact information for three references.
- Review of applications will begin ASAP and interviews may be scheduled as soon as applications are received.
- For more information, contact Teryl Brewster at 217-244-0200 or tbrewste@illinois.edu.