

UNIVERSITY OF ILLINOIS AT URBANA CHAMPAIGN
Illini Union Office of Volunteer Programs

GRADUATE ASSISTANTSHIP

Job Title:

Graduate Assistant for the Illini Union Office of Volunteer Programs (OVP)

Type of Position:

50% Graduate Assistantship, 9 months, August 16, 2017 - May 11, 2018. One-term position.

Description:

The graduate assistant will assist the Office of Volunteer Programs with day to day operations and serve as a member of the Student Programs & Activities Office staff. This is an opportunity for an enthusiastic graduate student with a passion for volunteerism, student programs, and the non-profit sector. This person will help with office assessment, share in development and marketing of programs, advise walk-in students and perform the shared office administrative duties.

Duties:

- Support the overall operations and services of the Office of Volunteer Programs.
- Work with student employees to develop sponsored and partnered events such as National Volunteer Week, charity drives, Volunteer Fair, as well as recognition programs and other projects that may be assigned.
- Provide constant outreach to all of campus through presentations, relationship building, and other outreach techniques to educate and recruit students to volunteer.
- Attend and assist leading biweekly staff meetings with student employees (Mondays at 4 pm), as well as attend weekly Illini Union Student Programs & Activities staff meetings (Wednesdays at 10 am)
- Please note that other duties and projects will be assigned by supervisor as needed.

Qualifications:

Experience in volunteerism, working with diverse communities, and event planning needed. Candidate needs to be responsible, reliable, possess self-directed motivation, have a positive attitude and flexibility in a fast-paced dynamic student setting. Candidate will need to be available to work some weekends, mornings, and evenings. **To be eligible for this assistantship, applicants must be enrolled as a graduate student at the University of Illinois, in Educational Policy, Organization & Leadership (E.P.O.L.), and preferably in the Higher Education program. Please submit your notice of acceptance or proof of enrollment in the E.P.O.L. program with application materials.**

Compensation:

Commensurate with current UIUC policies on graduate student stipends and waivers.

Application Procedure:

Applications will be accepted until position is filled. For consideration, please send letter of interest, resume, contact information for three references, and E.P.O.L. notice to:

Illini Union
Staff Development & Human Resources
227 Illini Union
1401 West Green Street
Urbana, IL 61801
iuemployment@illinois.edu
217-300-2363