PROFESSIONAL GRADUATE ASSISTANTSHIP

University Housing is looking for three 50% time Professional Graduate Assistant (PGA) positions available in University Apartments area of Family & Graduate Housing. The PGA staff is responsible for creating strategies that promote growth and a sense of community among apartment residents. In coordination with other staff members, the Graduate Assistants are responsible for the duties in one of three focus areas: Children’s Outreach, Family Relations, and Special Events. To successfully meet the requirements of the position, one must be organized, creative, and able to demonstrate initiative.

This position requires all candidates to create a culturally inclusive living community, have an appreciation for cultural diversity, ability to work with a wide variety of individuals, and strong communication and organizational skills. Candidates with developing curriculum, learning outcomes, lesson plans, and counseling experience are preferred. Candidates holding a current U.S. or international driver's license and two years of driving experience at the time of application are preferred.

Applicants must have accepted admission to the School of Social Work at UIUC at the time of application, and maintain status throughout the duration of the appointment. Applicants must be in good academic standing, with a minimum GPA of 3.0 (on a 4.0 scale), and must maintain full-time student status and be available for the entire duration of the appointment or until professional placement begins. All candidates must be eligible to work in the United States. The employee will be responsible for following all University policies regarding percentage of time worked. During their appointment, a PGA may not be employed by a secondary department at the University of Illinois. Requests for employment outside of the University must be approved in advance from a supervisor. The position begins August 5, 2019 and is a 12-month appointment.

To apply, submit a resume, a letter of application, and the names, email and phone numbers of three references. In your letter, describe how you fulfill the qualifications and why this position is of particular interest to you. Please mail to Debbie Collins, Family & Graduate Housing, 1841 Orchard Place, Urbana, Illinois 61801, or email the application to dcollns@illinois.edu. You can also go online and upload your information at http://odos.illinois.edu/resources/assistantships/. Applications received by 5:00 PM, March 29, 2019, will receive priority consideration. We will continue to take applications until the positions are filled. See our website for more information about Family and Graduate Housing, www.housing.illinois.edu.

The University of Illinois is an Affirmative Action/Equal Opportunity Employer. The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.
Job Title: Professional Graduate Assistant for University Apartments

Department: University Housing, Family & Graduate Housing

FUNCTION:
The Professional Graduate Assistant is responsible for creating strategies that promote growth and a sense of community among residents in University Apartments. In coordination with other Family & Graduate Housing staff members, the Professional Graduate Assistant is responsible for the duties in one of three focus areas: Children’s Outreach, Family Relations, or Special Events.

DUTIES AND RESPONSIBILITIES:
- Plan and implement strategies that will help FGH achieve the designed learning goals through the Residential Curriculum, and provide relevant services to the Family & Graduate Housing community.
- Complete all duties and expectations specific to designated programming focus area.
- Assist with the development of lesson plans, the implementation, and facilitation of major Family & Graduate Housing events sponsored by the staff.
- Contribute newsletter articles regarding strategies and informational topics.
- Attend and actively participate in staff meetings and one-on-one meetings with the supervisor.
- Attend and actively participate in staff development or training sessions as scheduled.
- Assist with the hiring process for Community Aides and other Family & Graduate Housing staff.
- Work in a cooperative, open-minded, energetic and creative fashion with members of the staff and community.
- Execute University of Illinois, University Housing, and Family & Graduate Housing policies and procedures.
- Manage and account for funds used for related programming.
- Work on evenings and weekends, as scheduled.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:
- Appreciation of cultural diversity and ability to work with a wide variety of individuals.
- Ability to communicate in English, in both written and verbal forms.
- Strong organizational skills including: planning, promotion, and execution of events.
- Effective interpersonal communication skills and the ability to work in a highly collaborative team environment.
- Computer skills including word processing and familiarity with desk top publishing.
- Current U.S. or international driver's license and two years of driving experience at the time of application is preferred.

ORGANIZATIONAL RELATIONSHIPS:
The professional graduate assistant is under the direct supervision of the Complex Coordinator in Family & Graduate Housing, or designee. Closely collaborate and interact with other Housing staff.

ENVIRONMENTAL DEMANDS:
- Busy, multi-tasking office environment with moderate noise level.
- Ability to lift supplies, to set up tables and chairs, and to prepare program materials.
- Assist the Family & Graduate Housing office in various locations as needed.
Job Title: Professional Graduate Assistant for University Apartments

Department: University Housing, Family & Graduate Housing

SPECIFIC EXPECTATIONS BY FOCUS AREA

Focus: Children’s Outreach
The Graduate Assistant for Children’s Outreach is responsible for planning, implementing, and evaluating opportunities for residents (mainly children) to learn, grow, and develop a sense of community through the Residential Curriculum. This position requires evenings and weekend work hours.

1. Complete all responsibilities described in the Graduate Assistant for Family & Graduate Housing position’s description.
2. Plan, implement, and dedicate 2 days per week with the after school programs Kids’ Club and Jr. Club.
3. Assist with planning, implementing, and facilitating children’s activities at major events including: Welcome Cookouts, International Food Festival, Halloween, Family Week, Fall Harvest Dinner, Winter Skate, Lunar New Year, Appreciation Week, Safety Week, Final Fling, and other events as scheduled.
4. Plan, implement and evaluate one program/event in the apartment communities each week (educational programs and opportunities to learn new skills); examples include: educational workshops, skill building, cultural sharing, social welfare, and community resources.
5. Plan and implement the annual Children’s Career Fair.
6. Plan and lead Goodwin Green Social Hours through rotation between Community Aides and other Graduate Assistants

Focus: Family Relations
The Graduate Assistant for Family Relations is responsible for support and assistance to residents in domestic violence and child abuse situations, for educating and heightening the awareness of these issues in the community, and providing programs to support families and non-student residents utilizing the Residential Curriculum.

1. Complete all responsibilities described in the Graduate Assistant for Family & Graduate Housing position’s description.
2. Assist with major events including, Welcome Cookouts, International Food Festival, Halloween, Fall Harvest Dinner, Appreciation Week, Lunar New Year, Safety Week, Final Fling, and other events as scheduled.
3. Assist the on-call staff with responding to emergency abuse situations in Family & Graduate Housing community. Work in consultation with University Police, Family & Graduate Housing staff, or other involved parties. Attend to the needs and offer support and referral to victims of domestic violence or child abuse. Refer abusers for appropriate follow-up and treatment. Provide regular follow-up evaluations of incidents. Work closely with staff from the Counseling Center, University Police, Judicial Affairs, and Office of International Student Affairs to coordinate appropriate support following incidents.
4. Promote the University Safe Place program throughout the University Community.
5. Provide support services for domestic violence and child abuse victims. Provide written documentation of incidents, and complete appropriate forms.
6. Communicate incidents with the appropriate University staff as outlined in the Family & Graduate Housing Protocol for Domestic/Dating Abuse.
7. Educate the community on prevention of domestic violence and child abuse, through educational programs, newsletter articles, Domestic Violence Awareness Month (October), Child Abuse Prevention Month (April), and resident interactions.
8. Plan and implement programs in the apartment communities: playgroups for infants and toddlers that focus on child developmental play (twice a week); Cooking Club (once a week); and Welcome to the World.
10. Plan and lead Goodwin Green Social Hours through rotation between Community Aides and other Graduate Assistants

**Focus: Special Events**
The Graduate Assistant for Special Events is responsible for planning, implementing, and evaluating on-going and special strategies that promote growth and a sense of community among Family & Graduate Housing residents through the Residential Curriculum. This position requires evenings and weekend work hours.

1. Complete all responsibilities described in the Graduate Assistant for Family & Graduate Housing position’s description.
2. Plan and lead major holiday and cultural events, including community celebrations: International Food Festival, Halloween, Fall Harvest Dinner, Winter Skate, Lunar New Year, Eggstravaganza, Final Fling, Eid ul-Fitr, and other celebrations.
3. Assist with major events including: Welcome Cookouts, Halloween, Family Week, Appreciation Week, and other events as scheduled.
4. Design innovative and creative special event strategies for the University Apartments Community. These may be one-time events on a large or small scale. The focus of this position is to coordinate activities and strategies, as well as create new events that have not previously been offered in Family & Graduate Housing.
5. Plan and coordinate three to five full-day trips to places of interest in surrounding communities and major cities.
6. Plan and lead three events/programs in the apartment communities each week; including monthly Birthday Bingo
7. Plan and implement strategies and events targeting adult single population.
8. Plan and lead Goodwin Green Social Hours through rotation between Community Aides and other Graduate Assistants