Job Title:  
Campus and Community Student Services Graduate Assistant

Type of Position:  
50% Graduate Assistantship, 9 months, beginning August 16, 2016

Campus and Community Student Services:  
Campus and Community Student Services serves and supports students residing in privately owned housing in the campus district. CCSS offers programming and resources to facilitate constructive engagement and responsible citizenship within the university and local communities. Community building, public engagement, learning, and service are the foundation of our efforts. Our vision is for every student residing in non-university owned or certified housing to excel academically and socially at Illinois, and graduate to lead lives of impact that enrich our local, state, and global community.

Description of Position:  
The Graduate Assistant aids the Campus and Community Student Services unit with short-term and long-term projects. The position reports to the Associate Dean of Students or her/his designee. The position is responsible for supervising six undergraduate student workers, called Community Liaisons.

Duties:  
1. Plan and implement CCSS outreach and educational programs
2. Evaluate programmatic efforts for quality, usefulness, and effectiveness
3. Recruit, interview, and implement training for the Community Liaison student workers
4. Supervise the Community Liaison student workers and coordinate their outreach and programming
5. Regularly review the CCSS website to ensure accuracy and usefulness
6. Attend regular meeting with supervisor and supervisees.
7. Support special projects relating to the operation and administration of the Office of the Dean of Students and CCSS (e.g. Quad Day, etc.).
8. Perform other duties as assigned.

Qualifications:  
1. Enrollment in the College of Education (Education Policy, Organization, and Leadership, or Educational Psychology) or College of Applied Health Sciences (Community Health) or Social Work.
2. Outstanding communication skills, sound judgement, and adaptability
3. Ability to work well independently and as part of a team
4. Ability to work in fast paced environments and meet deadlines
5. Candidates should be familiar with Microsoft Excel, Word, and Social Media Networks

Compensation:  
Pay for this position is commensurate with experience and current policies on graduate compensation at the University of Illinois.

Preference:  
1. Ability to work with diverse constituencies (i.e. students, city officials, campus administrators, landlords, and community agencies)
2. Experience programming, marketing, and preparing communications for undergraduates.
3. Experience in collegiate student affairs, higher education administration, or city/neighborhood services

Application Procedure:  
1. Please complete the following steps to apply:
   a. Apply online: [http://www.odos.uiuc.edu/assistantships/](http://www.odos.uiuc.edu/assistantships/)
   b. Be sure to upload your resume online or email it to dcoebb@illinois.edu
2. Applications will be accepted until the positions are filled.

Questions:  
Domonic Cobb, Associate Dean of Students  
dcoebb@illinois.edu  
(217) 333-0050  
[http://odos.illinois.edu/ccss/](http://odos.illinois.edu/ccss/)