GRADUATE MENTOR – MULTIPLE POSITIONS
(50% GRADUATE ASSISTANTSHIP)

OFFICE OF MINORITY STUDENT AFFAIRS

POSITION SUMMARY:

The position is responsible for providing comprehensive academic mentoring services to a caseload of students. Core tasks are categorized by academic, programming, and administrative functions.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The person will be expected to exercise good judgment, maturity, and limited autonomy in the execution of responsibilities. Evening and weekend hours may be required.

1. (80%) Academic functions:
   a. Mentoring and coaching students on how to set and achieve realistic academic and personal goals.
   b. Assisting students with identifying and addressing barriers to academic success.
   c. Monitoring and replying to student responses to outreach efforts.
   d. Assisting students with reviewing their academic progress to develop plans on improving their academic performance.
   e. Making proper referrals to other campus resources.
   f. Referring severe cases to the appropriate professional staff member.
   g. Advocating for students as appropriate.

2. (10%) Administrative functions:
   a. Preparing and submitting weekly service delivery reports to appropriate sources.
   b. Maintaining accurate student service records.
   c. Attending appropriate meetings as requested by staff.
   d. Attending staff and in-service professional development meetings.

3. (10%) Programming functions:
   a. Participating in Quad Day and welcome activities.
   b. Developing and facilitating appropriate workshops and trainings for campus partners as requested.
   c. Representing department at campus programs hosted by campus partners.
   d. Assisting staff with the creation and implementation of workshops.
   e. Assisting with maintaining a social media presence for the unit.

4. Assisting with meeting operational needs by performing other appropriate related duties.
REQUIRED EDUCATION AND EXPERIENCE

• Must be enrolled in a University of Illinois at Urbana-Champaign graduate program.

REQUIRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS

• Knowledge of challenges, issues, or barriers facing undergraduate students, especially student populations such as historically-underrepresented, first generation students, students from low-income backgrounds, and transfer students.
• Ability to operate independently with self-direction as well as in a collaborative manner as a member of a team
• Knowledge of intervention services (e.g., developmental activities and programs) designed to achieve student success.
• Ability to navigate the Internet
• Microsoft Office Suite (e.g., Word, Excel, PowerPoint, Publishing)
• Persuasive written and oral communication
• Ability to adapt to planned and unplanned change, fast-paced, and data-driven environment.
• Ability to think analytically

HOURS: Approximately 20 hours per week.

SALARY: At least $1,817.87 per month for 9-month appointment

ANTICIPATED START DATE: August 16, 2018

HOW TO APPLY: To apply, please submit the following three items to La Tanya Cobb (lcobb@illinois.edu).

1) Cover Letter (addressing qualifications, experiences, and how you comply with requirements)
2) Resume or C.V.
3) Contact information for three references (including name, job title, phone number, and e-mail address)

Transcripts will be required before appointment can be made.

APPLICATION DEADLINE: Applications will be reviewed and interviews may be conducted immediately and will continue until a suitable candidate is identified.

WEBSITE: http://omsa.illinois.edu/

STUDENT AFFAIRS DIVERSITY STATEMENT: 
http://www.omsa.illinois.edu/DOCS/Diversity_SA.pdf

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).