TRIO McNair Scholars Program Assistant
(25%-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, professional development and learning, service, assessment, and administrative tasks. Other duties as assigned.

Essential Duties and Responsibilities:
The person will be expected to exercise good judgment, maturity, and limited autonomy in the execution of responsibilities.

1. (50%) Academic functions (Teaching and Mentoring):
   • Mentoring and coaching students on how to set and achieve realistic academic and personal goals.
   • Co-Instruct 8-week spring research seminar
   • Assisting students with identifying and addressing barriers to academic success.
   • Monitoring and replying to student responses to outreach efforts.
   • Assisting students with reviewing their academic progress to develop plans on improving their academic performance.
   • Making proper referrals to other campus resources.
   • Referring severe cases to the appropriate professional staff member.
   • Advocating for students as appropriate.

2. (20%) Administrative functions:
   • Preparing and submitting weekly service delivery reports to appropriate sources.
   • Maintaining accurate student service records.
   • Collecting and entering service data into the designated database.
   • Attending appropriate meeting as requested by staff.
   • Attending staff and in-service professional development meetings.
   • Assisting with meeting operational needs by performing other appropriate related duties.

3. (20%) Assessment functions:
   • Participating and assisting with assessment activities such as data collection, literature reviews, and some analysis related to grades and other outcomes data.
   • Assisting staff with the evaluation of workshops.
   • Research and benchmark practices related to academic mentoring and coaching.
Monitoring and reporting on students’ academic progress in all courses.

4. (10%) Programming functions:
   • Developing and facilitating appropriate workshops and trainings for campus partners as requested.
   • Representing department at campus programs hosted by campus partners.
   • Assisting staff with the creation and implementation of workshops.
   • Assisting with maintaining a social media presence for the unit.
   • Monitoring and replying to student responses to outreach efforts.

REQUIRED EDUCATION AND EXPERIENCE

• Must be enrolled as a strong academic graduate student in a program at the University.
• Bachelor’s degree in education, counseling, psychology, human development, and related fields are desired but students in other disciplines will be considered.
• Must have prior experience related to duties.

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

EXPECTED HOURS: 20 hours per week

SALARY: For 25%-50%, at least $908.94 - $1,817.87 per month for 9-month appointment per month.

ANTICIPATED START DATE: August 16, 2018

TO APPLY: Please submit a letter of interest, curriculum vitae, writing sample, and three references (name, position, and contact information) to Dr. Nameka Bates
(nbates1@illinois.edu).

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

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