

Fall 2021 – Graduate Assistant, Undergraduate Student Affairs, School of Information Sciences
Successful candidates will have the opportunity to renew for Spring 2022

The Undergraduate Affairs Graduate Assistant (GA) manages student programming and supports efforts in the School of Information Sciences (iSchool) Undergraduate Affairs Office. They coordinate resources for programs to enhance the existing student engagement practices. The GA will coordinate and plan student-centered programming.

Projects include but are not limited to:

- Coordinate the delivery of workshops, panels, and presenters
- Facilitate programming for Honors Students
- Support Independent Study and students conducting research
- Facilitate speakers for IS 100 new iSchool student course
- Identify available opportunities and resources for students
- Assist with new student and continuing student engagement
- Organize student reports and records

Requirements:

- Enrollment in the MS in the Library and Information Science program
- Strong organizational skills and attention to detail
- Excellent written and oral communication
- Familiarity with university technology tools including, but not limited to: Box, WebTools, and the Wiki.

Preferred:

- Completed one semester of the iSchool MS/LIS program
- Experience coordinating student groups or student activities in a higher education setting
- Experience developing programming

To Apply:

Please send a current resume and statement of interest to the iSchool Undergraduate Affairs Office ischool-is@illinois.edu with the email subject of “Undergraduate Affairs GA Application”.