

Spring and Summer 2020 – Graduate Hourly, Student Affairs, School of Information Sciences  
Start Date: As soon as possible

**Successful candidates will have the opportunity to renew for Fall 2020**

The Student Leadership Grad Hourly assists in managing the activities of the Student Representatives and Student Group Leaders of the School of Information Sciences (iSchool). They assist Student Affairs staff in coordinating resources for programs to enhance the existing student engagement practices for student leaders at School of Information Sciences at the University of Illinois. The grad hourly will assist with the coordination and planning of student-centered leadership programming.

Projects include but are not limited to:

- Student Representative nominations & elections (process and delivery system)
- Maintaining Student Group wiki pages
- Assisting in developing Fall leadership workshops
- Other Student leadership activities

**Requirements:**

- Enrollment in the MS/LIS 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 leadership programming

**To Apply:**

Please send a current resume and statement of interest to Meg Edwards  
[mbedward@illinois.edu](mailto:mbedward@illinois.edu) with the email subject of “Student Leadership Hourly Application”.