

iSchool Advising Graduate Assistant
25% FTE / 10 hours a week
Begins January 2, 2020 (Negotiable)

iSchool Student Affairs supports students during their time at the school from the point of admission to transition to employment. Student Affairs provides this support through academic and career advising and through a variety of other initiatives and programs.

The iSchool Advising Graduate Assistant will investigate, develop and support programming, assessment, and communications with students, staff and faculty in order to expand and enhance the current services provided through tasks such as:

Advising Events and Programming Coordination (70%)

- Contribute ideas and innovations to the development of student programming, communication materials and processes
- Investigate event and programming opportunities and provide initiative and coordination for these events
- Facilitate basic workshops, i.e. Registration Basics, Information-sharing sessions, Student FAQs (on-campus and online)
- Assist with marketing of Student Affairs events

Information Management and Reporting (15%)

- Update and maintain advising resources
- Maintain and analyze statistics for student services programming
- Create reports for strategic decision-making as it pertains to advising programming

Staffing SA Events (10%)

- Assist with planning and staffing iSchool Student Socials
- Assist with staffing and coordinating Welcome Weekend and Orientation events.
- Assist in staffing local and regional iSchool events.

Other Duties as Assigned (5%)

Qualifications:

Excellent communication and teamwork skills. Ability to take initiative and coordinate logistics. Availability for evening, lunch-time and weekend hours. Ability to work well with others is most important. Attention to detail is essential. Must have demonstrable leadership experience, or willingness to develop strong leadership skills.

Preferred Qualifications:

Applicants who are enrolled in their 2nd or 3rd semester at the School of Information Sciences (iSchool). Applicants who are interested in working in higher education, particularly student services or related offices. Prior experience with workshop facilitation. Some experience with: Webtools; Web-conferencing software; social media platforms.

To apply, please send an email expressing interest with cover letter and resume attached and subject line "Application for Advising Assistantship" to Karla Lucht, klucht@illinois.edu. Applications will be accepted until the position is filled.