Community Service Graduate Assistant
Student Involvement & Leadership Development
Northern Illinois University

Department Mission: Student Involvement & Leadership Development is dedicated to encouraging students, the University, and community, to participate in campus life through intentional programs, and resources that facilitate holistic development.

Student Affairs Mission: In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities beyond the classroom that inspire intellectual, personal, and civic growth for leadership in a diverse and complex world.

The Position: This graduate assistant reports directly to the SILD Community Service Assistant Director. This GA serves as a liaison to NIU service organizations, is responsible for helping to plan and coordinate various programs such as Make a Difference Day, Volunteer Fair, Saturday of Service, Huskie Alternative Breaks trips, Hunger and Homelessness Awareness Week and NIU Cares Day. Provide administrative support to the Assistant Director. He/she is also part of the general SILD team and assists with departmental programs such as Welcome Days, Homecoming, and the Kevin D. Knight Leadership Awards.

Responsibilities:

- **Flexibility:** Participate in activities outside of the general scope of his/her assigned area as needed by SILD, particularly during times like Welcome Days, Homecoming, and Fall Family Weekend.
- **Interpersonal Relations:** Work well with various constituencies and with SILD staff and partners.
- **Oral Communication:** Assist in representing the department at Open Houses and other outreach efforts.
- **Program Development/Planning:** Assist in developing, maintaining, and improving department programs such as the Make a Difference Day, Hunger & Homelessness Awareness Week, Huskie Alternative Breaks, NIU Cares Day, etc.
- **Collaboration:** Create effective partnerships with various student organizations, councils, university offices, community partners and other constituencies to complete department tasks and priorities. Work directly with the Office of Student Engagement & Experiential Learning (OSEEL) and the Center for Nongovernmental Organization Leadership and Development department (NGOLD)
- **Multicultural Competency:** Work well with students and/or faculty and staff from diverse backgrounds and experiences.
- **Organizational Skills:** Effectively handle multiple tasks and large-scale programs in addition to general duties. The completion of projects should be organized for future graduate assistants.
- **Leadership:** Provide strong and visionary leadership for assigned SILD programs or areas (e.g., Community Service).
- **Advising:** Assist in advising students/organizations and/or overseeing assigned programs/areas in Student Involvement & Leadership Development specifically as the Advisor for the Huskie Alternative Breaks program and co-supervisor for student workers in the Huskie Service Scholars program.
- **Assertiveness/Confrontation:** Assist in disseminating policy information to various constituencies. Graduate assistants are also expected to provide constructive feedback to supervisors about their assigned programs, organizations, or councils.
- **Analytical:** Develop systems or methods of tracking services and their effectiveness. Provide assistance in thinking through program details and possible pitfalls and opportunities.
- **Develop and Present Training:** Establish and present training or presentations for students, organizations, and other constituencies.
Requirements:
- Admitted to NIU’s graduate school and enrolled in a graduate course of study.
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education; but those pursuing in a closely related field or discipline at Northern Illinois University will be considered.

Qualifications:
- Demonstrated skills in leadership, communication, and the ability to work with students
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds
- Passion for working with community partners and non-profit organizations.
- Experience with volunteerism, alternative break trips, and service-learning are a plus

Salary/Compensation for a 10 month, 10-20 hours per week position include:
- Start Date: July 16, 2016 - May 15, 2017
- Salary: $1,000.00 per month, paid semi-monthly
- Housing in residence hall: no
- Meal Plan: no
- Tuition: Full tuition waiver (excluding student fees, which are approximately $1020 per semester, any off campus fees, and the cost of books)
- Other Benefits: professional development opportunities

Contact Information:
Sherree Carlson
Office Support Specialist/Reservationist
Student Involvement and Leadership Development
Northern Illinois University
pgingrich@niu.edu
815-753-1421
Fax: 815-753-2905