2016-17 GRADUATE ASSISTANT POSITION DESCRIPTION

ACADEMIC ADVISING CENTER MISSION:
The AAC provides a variety of services to help students achieve their personal, academic, and career goals at Northern Illinois University. We advise students as they develop meaningful academic plans compatible with their educational and life goals. Our academic advising focus is on undecided students, students seeking alternative majors, first-year students, and students reassessing their current academic situation. Finally, we support the distinct nature of advising within the colleges and academic departments at NIU.

OVERVIEW OF POSITION:
The Academic Advising Center (AAC) is looking for a motivated graduate student interested in supporting the academic success of first and second year students living in the ACES House which is a living-learning community located in Stevenson Hall C Tower. The ACES House Graduate Assistant (GA) will report directly to the Associate Director of the AAC. The GA will have an office in the AAC.

The primary responsibility of the GA is to assist the Associate Director of the AAC in providing opportunities for the residents to explore academic majors and career paths. The GA will work closely with the ACES House elected Floor Council to plan various social and community building activities for the residents. In addition, other duties may include marketing, updating content on the webpage, overseeing move-in logistics and helping hire and train House Leaders and Community Assistants for the house.

MAJOR RESPONSIBILITIES AND DUTIES:
- In the AAC office, assist with student traffic and questions (peak times being registration periods and the first week of the semester), work on assigned office projects, and handle normal administrative duties as needed.
- Coordinate and develop programs and events designed to assist students with their major selection.
- Attend LLC meetings and training sessions as required.
- Attend AAC staff meetings and events.
- Establish strong relationships with the Housing & Dining staff.
- Submit weekly activity report.
- Adhere to all ACES House expectations, community standards and university policies.
- Assist with the Huskie Service Scholars program.
- Create and give presentations highlighting the AAC at various campus events.
• Assist with new and transfer student orientation in summer and throughout the year.
• Perform other duties as assigned.

QUALIFICATIONS:

<table>
<thead>
<tr>
<th>Required</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Full-time NIU graduate student</td>
<td>• Be a full-time NIU graduate student in Counseling or Adult and Higher Education.</td>
</tr>
<tr>
<td>• Good standing with the NIU Judicial Office &amp; successfully passing of a Criminal background check.</td>
<td>• Experience in a teaching, tutoring, mentoring, supervising and customer service.</td>
</tr>
<tr>
<td>• Be eligible to work up to 20 hours per week for the 2016-2017 academic year and during the summer.</td>
<td>• Cumulative NIU GPA of 2.75.</td>
</tr>
<tr>
<td>• Demonstrate a commitment to diversity and community development.</td>
<td>• Campus leadership experience.</td>
</tr>
<tr>
<td>• Experience with student organizations, campus event planning or on-campus housing.</td>
<td>• Computer literacy, including proficiency with Microsoft Office products.</td>
</tr>
</tbody>
</table>

Renumeration and Benefits:
This is a 20-hour per week position for which you will be paid monthly. Graduate tuition is also included.

Deadlines:
Please return this application by March 11, 2016. We will begin interviewing qualified candidates the week of March 28, 2016.
All information should be printed or typed.

Name: ______________________________________________________________

Z-ID number: ______________________________________________________

Local Address: ______________________________________________________

Home Telephone: (__) ___________________

Cell Phone: (__) ____________________

Permanent Address: ________________________________________________

NIU E-Mail Address: ________________________________________________

List all institutions attended beyond high school:

<table>
<thead>
<tr>
<th>School</th>
<th>Dates</th>
<th>Major</th>
<th>Hours or Degree Completed</th>
<th>Anticipated Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe any/all relevant work experience and/or leadership experience you have relating to this position (Feel free to type your response and attach the document):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Will you be involved in teaching, research, internship(s) or other on/off-campus assignments during the 2016-17 academic year? If so, what type and for what time period? (Feel free to type your response and attach the document):

______________________________________________________________________________

______________________________________________________________________________

IN ADDITION TO THIS APPLICATION FORM, YOU MUST SUBMIT:

1. A copy of your undergraduate transcripts (if your undergrad was at NIU, then MyNIU is fine) as well as an up-to-date copy of your NIU transcripts (from MyNIU is fine).

2. A cover letter detailing your interest and qualifications for this position.

3. A copy of your resume including all related experience to this position.

4. List of 3 references (these can be teachers, professors, supervisors, etc. but no family members)

In order for your application to be eligible for full consideration, please submit the contact information for 3 references who can speak to your ability to perform in this position.

PLEASE LIST 3 REFERENCES:

Reference 1:
Name:________________________
Title:________________________
Organization:________________________
Telephone: __________________ E-mail: __________________
Relationship to you: __________________

Reference 2:
Name:________________________
Title:________________________
Organization:________________________
Telephone: __________________ E-mail: __________________
Relationship to you: __________________

Reference 3:
Name:________________________
Title:________________________
Organization:________________________
Telephone: __________________ E-mail: __________________
Relationship to you: ______________________

Pursuant to the Family Education Rights and Privacy Act (FERPA) of 1974, the signature and date below authorize the Academic Advising Center to certify through the Office of Registration and Records, that I have earned the required grade point average employment as a Graduate Assistant at Northern Illinois University. I also attest to the accuracy of all of the information requested.

Signature:____________________________________Date:____________________________

For questions contact Jamie McNally at 815-753-2573 or e-mail jmcnally1@niu.edu

To submit completed GA Application please send it to:

Mr. Jamie McNally
Associate Director
Academic Advising Center
Academic Advising Center Building
Phone: 815-753-2573
E-mail: jmcnally1@niu.edu