



# UNIVERSITY HOUSING

## **GRADUATE ASSISTANT for the MULTICULTURAL HEALTH CENTER**

University Housing is looking for a 50% time Graduate Assistant (GA) for the MultiCultural Health Center (MCHC) available to work in the University Apartments area of Family & Graduate Housing. The MCHC GA is responsible for supporting the administrative activities of general clinic operations and programs. The MCHC GA operates in a collaborative environment with community and University entities to enable the delivery of culturally sensitive health resources to families residing in the University Apartment community. The Graduate Assistant is responsible for creating an environment that promotes growth and a sense of community among Family & Graduate Housing residents. To successfully meet the requirements of the position, one must be organized, creative, and able to demonstrate initiative.

This position requires all candidates to create a culturally inclusive living community, have an appreciation for cultural diversity, ability to work with a wide variety of individuals, and strong communication and organizational skills. Candidates holding a current U.S. or international driver's license and two years of driving experience at the time of application are preferred.

Applicants must have accepted admission to a graduate program at the University of Illinois at Urbana-Champaign at the time of application, and maintain status throughout the duration of the appointment. Students in Kinesiology and Community Health will receive priority for interviews. Applicants must be in good academic standing, with a minimum GPA of 3.0 (on a 4.0 scale), and must maintain full-time student status and be available for the entire duration of the appointment or until professional placement begins. All candidates must be eligible to work in the United States. The employee will be responsible for following all University policies regarding percentage of time worked. Domestic students are allowed to work 67% time and international students are allowed to work 50% time. The position begins August 7, 2017 and is a 12-month appointment.

To apply, submit a resume, a letter of application, and the names, email and phone numbers of three references. In your letter, describe how you fulfill the qualifications and why this position is of particular interest to you. Please mail to Debbie Collins, Family & Graduate Housing, 1841 Orchard Place, Urbana, Illinois 61801, or email the application to [dcollns@illinois.edu](mailto:dcollns@illinois.edu). Applications received by 5:00 PM, April 14, 2017, will receive priority consideration. We will continue to take applications until the positions are filled. See our website for more information about Family and Graduate Housing, <http://www.housing.illinois.edu/>.

***The University of Illinois is an Affirmative Action/Equal Opportunity Employer. The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.***

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN  
UNIVERSITY HOUSING**

**Job Title:** Graduate Assistant for the MultiCultural Health Center (MCHC)

**Department:** University Housing, Family & Graduate Housing

**Functions:**

MCHC Graduate Assistant will support administrative activities of general clinic operations and programs. The MCHC GA operates in a collaborative environment with community and university entities to enable the delivery of culturally sensitive health resources to families residing in the University Apartments community. The Graduate Assistant is responsible for creating an environment that promotes growth and a sense of community among Family & Graduate Housing residents.

**Duties and Responsibilities:**

- Coordinate clinic schedule and advertise clinic schedule, services, and programs through the Family & Graduate Housing newsletters.
- Coordinate weekly educational programs on health, nutrition, exercise and well-being.
- Maintain office supplies and overall organization of the clinic.
- Report concerns for the clinic's operation and supplies to the appropriate source.
- Create and maintain publications for the Center.
- Coordinate promotion and outreach materials distributed in the Center.
- Coordinate and train volunteer staff to deliver culturally sensitive care to residents.
- Orient new staff and students to ensure knowledge of policies and mission of the clinic.
- Update policies and procedures that reflect safe primary care practices.
- Attend and actively participate in staff meetings, one-on-one meetings with supervisor, and staff development and training sessions as scheduled.
- Work in a cooperative, open-minded, energetic and creative fashion with members of the staff, professional health care providers, and the community.
- Execute University of Illinois, University Housing, Family & Graduate Housing and MultiCultural Health Center policies and procedures.
- Manage and account for funds used for related programming.
- Work during clinic hours on evenings, and weekends, as needed.

**Knowledge, Skills and Experiences Required:**

- Appreciation of cultural diversity and ability to work with a wide variety of individuals.
- Ability to communicate in English, in both written and verbal forms.
- Strong organizational skills including: planning, promotion, and execution of events.
- Effective interpersonal communication skills and the ability to work in a highly collaborative team environment.
- Computer skills including word processing and familiarity with desk top publishing.
- Current U.S. or international driver's license and two years of driving experience at the time of application is preferred.

**Organizational Relationships:**

Under the direct supervision of the Senior Assistant Director of Family & Graduate Housing, or designee. Closely collaborate and interact with other Housing staff.

**Environmental Demands:**

- Busy, multi-tasking office environment with moderate noise level.
- Ability to lift supplies, to set up tables and chairs, and to prepare program materials.
- Assist in Family & Graduate Housing office in various locations, as needed.