



UNIVERSITY HOUSING

PROFESSIONAL GRADUATE ASSISTANTSHIP

University Housing is looking for three 50% time Professional Graduate Assistant (PGA) positions available in University Apartments area of Family & Graduate Housing. The PGA staff is responsible for creating strategies that promote growth and a sense of community among apartment residents. In coordination with other staff members, the Graduate Assistants are responsible for the duties in one of three focus areas: Children's Outreach, Family Relations, and Special Events. 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 with developing curriculum, learning outcomes, lesson plans, and counseling experience are preferred. 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 the School of Social Work at UIUC at the time of application, and maintain status throughout the duration of the appointment. 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. You can also go online and upload your information at <http://www.odos.uiuc.edu/assistantships/housingpos.asp>. 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: Professional Graduate Assistant for University Apartments

Department: University Housing, Family & Graduate Housing

FUNCTION:

The Professional Graduate Assistant is responsible for creating strategies that promote growth and a sense of community among residents in University Apartments. In coordination with other Family & Graduate Housing staff members, the Professional Graduate Assistant is responsible for the duties in one of three focus areas: Children's Outreach, Family Relations, or Special Events.

DUTIES AND RESPONSIBILITIES:

- Plan and implement strategies that will help FGH achieve the designed learning goals and provide relevant services to the Family & Graduate Housing community.
- Complete all duties and expectations specific to designated programming focus area.
- Assist with the development of lesson plans, the implementation, and facilitation of major Family & Graduate Housing events sponsored by the staff.
- Contribute newsletter articles regarding strategies and informational topics.
- Attend and actively participate in staff meetings and one-on-one meetings with the supervisor.
- Attend and actively participate in staff development or training sessions as scheduled.
- Assist with the hiring process for Community Aides and other Family & Graduate Housing staff.
- Work in a cooperative, open-minded, energetic and creative fashion with members of the staff and community.
- Execute University of Illinois, University Housing, and Family & Graduate Housing policies and procedures.
- Manage and account for funds used for related programming.
- Work on evenings and weekends, as scheduled.

KNOWLEDGE, SKILLS AND EXPERIENCE 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:

The professional graduate assistant is under the direct supervision of the Sr. Assistant Director, in 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.
- Ability to drive University vans with 7–15 passengers.
- Assist in Family & Graduate Housing office in various locations as needed.

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

Job Title: Professional Graduate Assistant for University Apartments

Department: University Housing, Family & Graduate Housing

SPECIFIC EXPECTATIONS BY FOCUS AREA

Focus: Children's Outreach

The Graduate Assistant for Children's Outreach is responsible for planning, implementing, and evaluating opportunities for residents to learn, grow, and develop a sense of community. This position requires evenings and weekend work hours.

1. Complete all responsibilities described in the Graduate Assistant for Family & Graduate Housing position's description.
2. Plan, implement, and dedicate 10 hrs. per week with the after school programs Kids' Club and Jr. Club.
3. Assist with major events including, New Resident Reception, New Resident Series, Fall Festival, Family Week, Thanksgiving Dinner, Appreciation Week, Safety Week, Final Fling, and other events as scheduled.
4. Plan, implement and evaluate programs in the apartment communities each week including educational programs and opportunities to learn new skills. Examples include: educational workshops, skill building, health promotion, cultural sharing, social welfare, and community resources
5. Plan, implement and evaluate programs and other strategies to alleviate transitional difficulties and adjustment issues faced by new residents.
6. Plan and implement the annual Halloween Party and Safety Week activities.
7. Plan and implement monthly Family Bingo and Game Nights.
8. Due to the times when residents are available to attend programs, many activities will be offered during the evening and weekends.

Focus: Family Relations

The Graduate Assistant for Family Relations is responsible for support and assistance to residents in domestic violence and child abuse situations, for educating and heightening the awareness of these issues in the community, and providing programs to support families and non-student residents.

Specific Responsibilities:

1. Complete all responsibilities described in the Graduate Assistant for Family & Graduate Housing position's description.
2. Assist with major events including, Fall Festival, Halloween, International Food Festival, Family Week, Thanksgiving Dinner, Appreciation Week, Safety Week, Final Fling, Santa Skating Party and other events as scheduled.
3. Assist the on-call staff with responding to emergency abuse situations in Family & Graduate Housing community. Work in consultation with University Police, Family & Graduate Housing staff, or other involved parties. Attend to the needs and offer support and referral to victims of domestic violence or child abuse. Refer abusers for appropriate follow-up and treatment. Provide regular follow-up evaluations of incidents. Work closely with staff from the Counseling Center, University Police, Judicial Affairs, and Office of International Student Affairs to coordinate appropriate support following incidents.
4. Operate the University Safe Place program, including responding to calls regarding availability and use. Promote the University Safe Place program throughout the University Community.

5. Provide support services for domestic violence and child abuse victims. Provide written documentation of incidents, and complete appropriate forms.
6. Communicate incidents with the appropriate University staff as outlined in the Family & Graduate Housing Protocol for Domestic/Dating Abuse.
7. Educate the community on prevention of domestic violence and child abuse, through educational programs, newsletter articles, and resident interactions.
8. Plan and implement strategies in the apartment communities: International cooking program; playgroups for infants and toddlers that focus on child developmental play; women's friendship and discussion groups during the day for residents of Orchard Downs, International Friendship Group and Welcome to the World.

Focus: Special Events

The Graduate Assistant for Special Events is responsible for planning, implementing, and evaluating on-going and special strategies that promote growth and a sense of community among Family & Graduate Housing residents. This position requires evenings and weekend work hours.

1. Complete all responsibilities described in the Graduate Assistant for Family & Graduate Housing position's description.
2. Assist with major events including, New Resident Receptions, Fall Festival, Halloween, International Food Festival, Family Week, Thanksgiving Dinner, Appreciation Week, Safety Week, Final Fling, Santa Skating Party and other events as scheduled.
3. Plan major holiday and cultural events, including community celebrations for Eid ul-Fitr, Chinese New Year, the Great Egg Hunt, Santa Skate and other parties.
4. Design innovative and creative special event strategies for the University Apartments Community. These may be one-time events on a large or small scale. The focus of this position is to coordinate activities and strategies, as well as create new events that have not previously been offered in Family & Graduate Housing. This position provides fun, exciting, and entertaining parties and social events for residents.
5. Plan and implement three to five full-day trips each semester to places of interest in surrounding communities and major cities.
6. Assist with on-call service for domestic violence and child abuse on-call services by carrying a cell phone within scheduled rotation. Provide written documentation of incidents, and complete appropriate forms.
7. Provide events in the apartment communities each week including special events; assist with basic needs programming and Friday Night Social Hour, as needed.
8. Plan and implement strategies and events targeting adult single population.
9. Due to the times when residents are available to attend strategies, many activities will be offered during the evening and weekends.