## POSITION DESCRIPTION

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<th>Incumbent:</th>
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**Classification:** Student Development Pre-Professional Graduate Assistant; 50%, 9 months

**Organizational Relationships:** Reports the Student Development Coordinator

**Department:** Campus Recreation

**Crew/Home Org:**

**Spending Authority greater than $5,000:**  
☑️ Supervisory:

Supervise more than 20:

**C-FOAPAL:**

**Date of PD:** January 2018

### JOB SUMMARY:

Assist in the development of student staff through training and supervision. Provide leadership in Student Development and assistance to program areas through special projects or events. Assist in the supervision and development of Student Leads who serve as building supervisors for Campus Recreation. The secondary purpose of this position is to provide development opportunities to the incumbent which could include special projects and/or assignments.

### DUTIES & RESPONSIBILITIES:

1. Assist in the supervision of Student Leads, including scheduling, hiring, training and evaluating.  
   a. Development of student development program for Student Leads
2. Assist with the development and implementation of student employee training program which could include design and facilitation.
3. Assist with special projects related to Human Resources and student employment
4. Create a student development plan for the department
5. Inclusivity liaison projects
6. Assist with other Campus Recreation programs as needed  
   a. Planning of Staff Olympics  
   b. Staff Appreciation
7. Lead New Employee Orientation Sessions
8. May assist Campus Recreation with assessment initiatives.
9. Develop and Coordinate Graduate Assistant Professional Development Program with the Student Development Coordinator

### PROFESSIONAL DEVELOPMENT OPPORTUNITIES & EXPECTATIONS

- State and Regional Conference travel opportunities
- Expected involvement and leadership in Student Development committee
- Opportunities to participate in departmental committees.
- Maintain current certifications in CPR/AED/First Aid and Blood Borne Pathogen Training.
PERSONAL RELATIONSHIPS:
1. Professional Staff: Daily interaction with professional staff within Campus Recreation, the Division of Student Affairs and various other members of the University of Illinois.
2. Student Staff: Interactions with members of the entire Campus Recreation student staff.
3. Patrons: Daily interactions with Campus Recreation, University and community members.

MINIMUM WORK REQUIREMENTS:
1. Position requires flexible work schedule, including some evenings and weekends as necessary.

REQUIRED EDUCATION AND EXPERIENCE:
1. Bachelor's Degree, preferably in Recreation, Sport, Tourism Management, Kinesiology, Community Health or Education.
2. Preferred experience with employee training.
3. Acceptance into graduate school at the University of Illinois.
4. To receive tuition waiver, acceptance into the Recreation, Sport and Tourism program in the College of Applied Health Sciences (offer will be contingent upon formal acceptance to program)

Minimum Qualifications for Acceptance:
   a. GRE: Required, but no minimum. However, the program is competitive so the scores are important.
   b. GPA of 3.0 or higher
   c. Three professional letters of references with two being from faculty.

APPLICATION INSTRUCTIONS:
1. Email a resume, cover letter and contact information for three professional references to Cherise Marks, Student Development Coordinator, Campus Recreation, University of Illinois at cherisem@illinois.edu by March 6, 2018.
2. Cover letter or resume should indicate (yes or no) if you meet the minimum qualifications for graduate admission.

Incumbent ____________________ Date ______________
Reviewed by ____________________ Date ______________