POSITION: STUDENT DEVELOPMENT GRADUATE ASSISTANT

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.

ORGANIZATIONAL RELATIONSHIPS:
Director
Assistant Director Human Resources
Student Development Coordinator
Student Development Graduate Assistant
Part-time Staff

DUTIES & RESPONSIBILITIES:
1. Assist in the supervision of Student Leads, including scheduling, hiring, training, and evaluating.
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
   c. L.E.A.D.
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
1. State and Regional Conference travel opportunities
2. Expected involvement and leadership in Student Development committee
3. Opportunities to participate in departmental committees
4. Maintain current certifications in CPR/AED/First Aid and Blood Borne Pathogen Training

PROFESSIONAL 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.
KNOWLEDGE, SKILLS, & ABILITIES:
- Demonstrate excellent written, phone, and in-person communication
- Ability to learn and perform job duties using Microsoft Office and Connect2 Concepts.
- Knowledge of facility procedures and emergency action plan

CERTIFICATIONS:
- Obtain and maintain certifications in American Red Cross CPR/AED/First Aid and Blood Borne Pathogens

WORK ENVIRONMENTS/DEMANDS:
- Position requires flexible work schedule, including evenings, weekends, and academic break periods as necessary

MINIMUM EDUCATION & EXPERIENCE:
- Bachelor’s Degree, preferably in Recreation, Sport, Tourism Management, Kinesiology, Community Health or Education.
- Preferred experience with employee training.
- Acceptance into graduate school at the University of Illinois: https://grad.illinois.edu/admissions/apply/requirements

APPLICATION INSTRUCTIONS:
- Email a resume, cover letter, and contact information for three professional references to Mike Jones, Campus Recreation, University of Illinois at Urbana-Champaign at mj17@illinois.edu by February 28, 2020.
- Cover letter or resume should indicate (yes or no) if you meet the minimum qualifications for graduate school admission and proposed program of graduate study.