

Graduate Assistant for Leadership Programs in the Office of Student Engagement

Overview:

The Office of Student Engagement (OSE) provides students with practical, educational, and leadership opportunities that complement the academic experience and foster a sense of belonging. We provide support, knowledge, and resources to both individual students and student organizations while assisting in the planning, implementation, and evaluation of social, cultural, educational, and service programs. Involvement in the Office of Student Engagement enriches the student experience at Western Illinois University. Grounded in the Social Change Model of Leadership Development, the overarching goal of the leadership programs unit within the OSE is to prepare leaders who will have a positive impact in a global society. Visit [our website](#) for more information.

Skill Development Areas:

One-on-one advising

Program development & implementation

Student organization advising

Marketing

Collaborating with stakeholders

Driving vision & purpose

Position Responsibilities:

Primary Responsibilities:

Leadership Development

- Assist the Director of Student Engagement with the evaluation of current leadership programs and discuss new programs to implement on campus. Serve as a resource for students interested in leadership
- Advise, develop, and implement Fall Leadership Conference including but not limited to advising student leaders, conducting weekly meetings, overseeing social media and marketing, budgets and overall campus outreach
- Plan, implement and evaluate LEAD Series Workshops on a semester basis.
- Collaborate with stakeholders and campus partners to develop engaging programs and resource lists for students
- Assist the Director of Student Engagement in the overall implementation of the semi-annual student organization fair
- Evaluate for-credit RPTA 490 Leadership Course and create a strategic plan to facilitate future courses
- Provide on-going training and development opportunities and develop/disseminate educational resources for Registered Student Organizations and Advisors

Student Organizations

- Manage the online student organization database, Purple Post, and maintain student leadership & advisor records
- Create, develop, and maintain training for usage of Purplepost for student organizations
- Assist the Director of Student Engagement in collaboration with the Scheduling and Event Service Office in event management policies for student organizations.
- Oversee the annual student organization registration process
- Assist the Director of Student Engagement in the advisement of the Student Government Association
- Create, develop, and manage student organization presidents' meetings and organization officer transition process
- Assist the Director of Student Engagement in the overall implementation of the semi-annual student organization fair
- Manage and maintain the Student Organization & Advisor Policy Manual
- Provide on-going training and development opportunities and develop/disseminate educational resources for Registered Student Organizations and Advisors

Secondary Responsibilities:

- Maintain 20 office hours per week
- Meet weekly 1:1 with the OSE Director of Student Engagement
- Provide support to other areas within Student Engagement (Programming, UUB, Volunteer Programs, Student Government Association, and Fraternity & Sorority Life)
- Prepare weekly and annual written reports
- Serve as a representative of the Office of Student Engagement on University-wide committees
- Serve on OSE committees
- Other duties as assigned by the FSL Coordinator or OSE Director
- Attend bi-weekly OSE staff meetings

Work Setting:

The Office of Student Engagement (OSE) is a large, interactive office with 10 full time and graduate staff in addition to several student workers. Graduate assistants are an integral part of the staff and are included regularly in a variety of activities and events such as Rocky After Dark: First Night, Family Day, Homecoming, and Discover Western visits. We celebrate birthdays and other special occasions and welcome lively discussions on current trends/events at the table in the middle of the office. We believe you should enjoy your work and have fun!

College Student Personnel Program

Graduate Assistantships at Western Illinois University are contingent upon acceptance into the College Student Personnel (CSP) Program. Please see the details on [this website](#). If you are interested in an assistantship with the OSE, please contact NB-Katz@wiu.edu and we can assist you with submitting your application to the CSP program and setting up an interview.