

## Graduate Assistant for Programming 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. The Programming Graduate Assistant works directly with the Director of Student Engagement in advising the University Union Board (UUB) Executive Board officers, chairs, and committees through 1:1 meetings, weekly group meetings, and retreats in addition to large campus-wide programming such as Rocky After Dark, Family Day, and Homecoming. Visit [our website](#) for more information.

### Skill Development Areas:

One-on-one advising

Program development & implementation

Student organization advising

Navigating complexity

Collaborating with stakeholders

Driving vision & purpose

### Position Responsibilities:

#### Primary Responsibilities:

- To serve as an advisor and mentor to assigned committee chairs and executive board members during weekly 1:1 and committee meetings
- To facilitate, inspire, or direct leadership development opportunities for all members of the board during weekly meetings, including planning two retreats per year
- To attend all required UUB programs and meetings with the co-graduate assistant, the Executive Board, and the Activities Board. Other meetings and activities beyond direct assignments as well as off-campus conferences may be determined to be necessary and are available
- To serve as a co-advisor for the Homecoming Committee with Practicum student/.
- To provide assistance and guidance in matters of the constitution and budget
- To provide direction for weekly group meetings, retreats, and conference participation
- To inspire programming that meets the needs of the entire campus population through intentional collaborations with diverse campus groups
- To assist each assigned chair in working with agents, road managers, artists, and/or vendors and in fulfilling contract responsibilities during the production of a program
- To assist each assigned chair in the management of all details of each program to include reservations, paperwork, day of schedules, and budget tracking
- To assist with all areas of public relations. This includes publicity and promotions for all UUB programs as well as recruitment of committee members
- To maintain a calendar of events for UUB that collates all of the committees' programs and includes important campus-wide initiatives
- To reserve programming spaces and meeting spaces to meet the need for long-range planning.
- Assist the OSE in large-scale campus-wide programming

#### Secondary Responsibilities:

- Maintain 20 office hours per week
- Assist in the management of all social media outlets for UUB to include Purple Post, Facebook, Instagram, Tik-Tok, and Twitter.
- Meet weekly as a Programming Unit and 1:1 with the OSE Director of Student Engagement
- Provide support to other areas within Student Engagement (Leadership Programs, 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 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](mailto:NB-Katz@wiu.edu) and we can assist you with submitting your application to the CSP program and setting up an interview.