

Graduate Assistant for Service 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 service programs unit within the OSE is to prepare leaders who will have a positive impact in a global society. Our office firmly believes that involvement in the campus, local, and national community creates an appreciation of service and emphasizes the importance of being interconnected with groups and individuals. 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:

- Facilitate and/or assist with annual service initiatives such as Angel Tree, Make a Difference Day, National Volunteer Week, and MLK Day/Week of Service
- Coordinate semi-annual Volunteer Fair
- Serve as a liaison between local agencies to identify, plan, and coordinate events
- Assist with the administrative planning and implementation of Alternative Breaks programs, including but not limited to advising student site leaders, conducting weekly site leader meetings, social media marketing of the program, processing applicants through the selection process, planning site reveal and orientation, etc.
- Update the Service database with organizations and opportunities for students to get involved
- Manage marketing communications of volunteer opportunities via PurplePost and other social media outlets
- Manage the tracking system for volunteer hours
- Serve as a campus resource for others interested in volunteer services. Outreach to faculty who are utilizing service learning in the classroom.
- Evaluate current volunteer student organization, WAVE, for long-term strategic planning and implementation

Secondary Responsibilities:

- Maintain 20 office hours per week
- Assist in the management of all social media outlets for OSE to include Purple Post, Facebook, Instagram, Tik-Tok, and Twitter.
- Meet weekly as a Service Unit and 1:1 with the OSE Director of Student Engagement
- Provide support to other areas within Student Engagement (Leadership Programs, Student Government Association, and Fraternity & Sorority Life)
- Prepare weekly and annual written reports
- Serve as a representative of the Office of Student Engagement
- 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!