**POSITION:** The Graduate Assistant for Leadership and Inclusivity Programming is a live-in time assistantship open to full-time graduate students at Southern Illinois University Carbondale. The position requires interest in and commitment to working with full-time Housing professionals, graduate and undergraduate staff members, student leaders and residents in a collaborative effort to promote the growth, personal development, leadership, and academic success of our students.

Graduate Assistants for Leadership and Inclusivity Programming are responsible for advising residential student leadership organizations including the Residence Hall Association (RHA), Black Togetherness Organization (BTO), National Residence Hall Honorary (NRHH), and collaborating with Area Councils. Graduate Assistants for Leadership Programs also assist planning and creating large-scale programming and assisting with other programs, events, and tasks that support the mission and vision of University Housing.

Southern Illinois University Carbondale houses 4,400 residents in traditional residence halls, apartments, and family housing areas. For additional information please visit our website at [http://www.housing.siu.edu](http://www.housing.siu.edu)

**RESPONSIBILITIES:**
- Directly advise 6-8 member executive board and large scale, housing wide programming
- Develop recruitment plan for departmental student leadership positions
- Coordinate Care Package distribution program of over 1,000 packages
- Assist with development of large scale housing wide leadership and involvement initiatives including events related to inclusivity, social justice, leadership development, philanthropy, and academic success
- Advise conference preparations and delegations to regional, state, business, and national student leadership meetings
- Serve in area duty rotations for up to 2,000 residents and provide crisis intervention and emergency response
- Assist with development of large scale housing wide leadership and involvement initiatives
- Collaborate with and serve on departmental and university committees
- Promote and assist Living Learning Communities (LLCs) and the Faculty University Associate (FUA) program
- Assist with and support the efforts of student success initiatives such as the Saluki First Year
- Participate in staff training, which begins prior to the start of the semester, as well as ongoing in-service training throughout the year
- Be thoroughly familiar with Housing Programming Fund regulations, student organization constitutions and other Housing and University policies and procedures as directed by their supervisor.
- Create and adhere to a schedule established with their supervisor, which may include regular office hours, evening and weekend attendance at meetings and programs, staff and committee meetings, and meetings with students and staff within their assigned area of responsibility
- Collaborate with other departmental, campus, and community offices as needed to enhance the experience of the members of their organization and the students it serves
- Perform other duties as assigned by supervisor

**REQUIREMENTS:**
All Graduate Assistants must be enrolled as full time graduate students at SIU Carbondale. Enrollment in Higher Education or a related graduate program is preferred. Please review the SIU Carbondale website [http://www.siuc.edu](http://www.siuc.edu) for various graduate program deadlines to ensure academic eligibility. Offer of employment is contingent upon candidate being admitted to their respective graduate program by June 1, 2014. Continued employment is contingent upon maintenance of a 3.0 cumulative GPA each semester with no incomplete courses. This is a security-sensitive position. Before making an offer of employment, the University will conduct a pre-employment background investigation, which includes a criminal background check.

**COMPENSATION:**
$13,392 for a 9-month position ($1,488.00 per month before taxes for 9 months), plus over $12,000 in annual benefits including 100% tuition waiver (includes a nine-hour summer semester), year-round furnished apartment or private
suite, all utilities (including cable and internet), and dining plan. Furnished housing is also provided to spouses/domestic partners and children residing with the Graduate Assistant.

Interested candidates should submit a letter of interest, current resume, and contact information for three current references. Email, fax, or mail completed application materials to the following:

Justin Schuch, Coordinator of Residential Leadership & Engagement
Grinnell Hall, Room 105 - Mail Code 6734
Southern Illinois University Carbondale
275 E Park Street
Carbondale, Illinois 62901

Phone: 618.536.2480
Fax: 618.453.6500
Email: ResideceLife@housing.siu.edu