**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN**

**UNIVERSITY HOUSING**

**JOB TITLE**: Professional Graduate Assistant for University Apartments

**DEPARTMENT**: University Housing, Family & Graduate Housing

**ORGANIZATIONAL RELATIONSHIP:**

The professional graduate assistant (PGA) position for Family & Graduate Housing reports to the complex coordinator who reports to the assistant director for residential experience who reports to the director of Family & Graduate Housing who reports to the executive director of University Housing.

**PRIMARY FUNCTION SUMMARY:**

The professional graduate assistant for Family & Graduate Housing is responsible for providing support and assistance to residents residing in the apartment community and providing programs to support families and non-student residents utilizing the residential curriculum.

**MAJOR DUTIES & RESPONSIBILITIES:**

**Community Development and Leadership Responsibilities (45%)**

* Assist with planning, implementing, and facilitating community programs including providing leadership & oversight, purchasing and event budget management, and organization of event details.
* Design innovative and creative strategies for meeting the needs of University apartment residents.
* Facilitate major events for University apartments geared toward cultural inclusivity, social engagement and family relations and development.
* Assist in evaluation and assessment of curricular strategies in the apartment communities.
* Build relationships with and provide support to specific identified populations within the apartment communities including, but not limited to: parents & families, children (under the age of 18), graduate students, and international residents.

**Administrative Responsibilities (40%)**

* Participate in apartment staff meetings as directed by the complex coordinator and engage in professional development opportunities.
* Develop and maintain a budget for individual events and complete all financial reconciliation responsibilities including returning receipts and providing detailed accountings for how funds are spent.
* Assist in day to day operations of the Family & Graduate Housing office as necessary. This may include providing customer service at the office front desk.
* Participate in various administrative tasks within the community, such as lease renewal campaign, resident check-in/out, and all other events.

**Community Concern Response (10%)**

* Assist the professional staff with responding to domestic violence situations in Family & Graduate Housing community, as needed.

**Professional Responsibilities (5%)**

* Maintain an effective working relationship with the complex coordinator and all University Housing staff.
* Be open and receptive to constructive criticism and feedback.
* Demonstrate a positive attitude toward the position, area community, Family & Graduate Housing, and University Housing.
* Demonstrate an ability to work with and appreciate individuals from diverse backgrounds.

**Appointment Terms:**

This PGA is 50% (20 hours per week) position that is appointed for 9-month appointment and a start date of August 16. The stipend is based on the minimum salary for the appointment type. Students will receive a base in-state tuition waiver for fall and spring semesters. This does not cover student fees or out-of-state tuition. Applicants must be enrolled in the School of Social Work and available to work fall and spring semesters.

Position requires night and weekend work hours and occasional work over breaks (fall, winter and spring).

**For full consideration, submit an application on or before July 9, 2021 to: Sam Holden, sholden@illinois.edu.**