



HONORS PROGRAM COMMUNITY ASSISTANT

Fall 2017 Honors Student Leadership Team Position

Position Summary	<p>Honors Program Community Assistants work with Honors Program staff to create unique and engaging programs and events, assist with service projects, and are members of the larger Honors Student Leadership Team. Community Assistants are supervised by the Program Coordinator and collaborate with a variety of campus leaders. Community Assistants are instrumental in establishing and maintaining an inviting and engaging climate among students of the Honors Program. Community Assistants actively participate in programs and events that enrich and extend class experiences and social opportunities related to the Honors Program community.</p>		
Roles and Responsibilities	<p>Honors Program Community Assistants will:</p> <ul style="list-style-type: none"> • Create inviting and enjoyable programs that foster a sense of community among students within the Honors Program. • Develop new strategies to encourage students to engage in Honors opportunities. • Establish meaningful and authentic connections with new and current students in the Honors Program. • Participate in occasional outreach activities for students living in the Honors Themed Living Learning Community (Manchester floors 5, 6, and 7). • Attend and engage in weekly Student Leadership Team meetings. • Community Assistants will not be required to attend all recruiting events and Honors community programs; however, regular participation is expected. 		
Required Qualifications	<p>Honors Program Community Assistants will:</p> <ul style="list-style-type: none"> • Articulate ways in which they have engaged in the Honors Program community. • Be personable and approachable. • Show enthusiasm and dedication. • Demonstrate initiative and follow-through. • Exhibit flexibility and innovation. • Communicate effectively in small and large group settings. • Use a variety of free (or provided) technology tools to engage students and the Honors community. <p>Honors Program Community Assistants <u>must</u> be available to attend weekly team meetings on Fridays from 9:00 am - 10:30 am throughout the fall semester. <i>There are no exceptions to this expectation.</i></p> <p>Fall 2017 Community Assistants must also be available for training Thursday, August 17; and the morning of Friday, August 18. Arrangements for early move-in dates are coordinated on your behalf and some meals will be provided throughout the training experience.</p>		
Desired Qualifications	<ul style="list-style-type: none"> • Proficiency in the creation/revision of documents with word processing and presentation software. • Willingness to utilize web-based technology tools, such as Google tools, mobile apps, etc. • Willingness to engage in social media across a variety of networks. 		
Hiring Rate	<p>\$8.25 per hour with a semester gross of approximately \$500; includes 10 hours of training prior to the start of the Fall 2017 semester.</p>		
Hours per Week	<p>Approximately 4 hours per week: 1 - 2 hours collaborating as a team; 1 - 2 hours of independent and/or collaborative committee work on short- and long-term tasks.</p>		
Contact Information	<p>Amy Secretan Honors Program Coordinator amsecre@ilstu.edu</p>	Position Quicklink	<p>http://bit.ly/isuhonorsleadershipteam</p>