



## HONORS PROGRAM UNDERGRADUATE ASSISTANT

*May 2017 – May 2018 Honors Student Leadership Team Position*

<p><b>Position Summary</b></p>	<p><b>The Honors Program Undergraduate Assistant</b> is the primary coordinator between all members and smaller groups within the larger Honors Student Leadership Team. The Honors Program Undergraduate Assistant provides organizational support to the Program Coordinator and occasional, clerical assistance to the Honors Program office. The Honors Program Undergraduate Assistant exemplifies a commitment to promoting student engagement through exceptional learning and community experiences. The ability to effectively communicate, motivate, and—with support from the Program Coordinator—organize large and small group projects over an extended period of time is expected. The Honors Program Undergraduate Assistant is regularly available to work within the Honors Program office to promote efficiency and ensure frequent availability to students and Honors Program staff. Familiarity with social networking tools and productivity software is desired; assisting with data entry, and coordinating web-based schedules are tasks associated with this role.</p>		
<p><b>Roles and Responsibilities</b></p>	<p><b>The Honors Program Undergraduate Assistant will:</b></p> <ul style="list-style-type: none"> <li>• Establish a positive culture and professional climate among team members and Honors Program staff, with training and support provided by the Program Coordinator.</li> <li>• Regularly collaborate with the Program Coordinator.</li> <li>• Contribute to a welcoming environment within the Honors Program office.</li> <li>• Perform organizational tasks and prepare programming materials.</li> <li>• Communicate announcements and reminders to members of the Student Leadership Team.</li> <li>• Clarify expectations of the Honors Program to current and prospective students.</li> <li>• Attend and, with support, facilitate weekly Community Assistant Team meetings.</li> <li>• Engage in social media across a variety of networks.</li> <li>• Assist with other duties, as assigned.</li> </ul>		
<p><b>Required Qualifications</b></p>	<p><b>The Honors Program Undergraduate Assistant will:</b></p> <ul style="list-style-type: none"> <li>• Articulate ways in which s/he has intentionally developed an “Honors Mindset” and engaged in the Honors Program community.</li> <li>• Be personable and approachable.</li> <li>• Show enthusiasm and dedication.</li> <li>• Demonstrate initiative and follow-through.</li> <li>• Be able to work independently and collaboratively in the achievement of short- and long-term goals.</li> <li>• Exhibit flexibility and innovation.</li> <li>• Communicate effectively in small and large group settings.</li> <li>• Represent the Honors Program through positive interactions, engagement, and collaboration with new and current Honors students.</li> </ul> <p><b>The Honors Program Undergraduate Assistant <u>must</u></b> be a junior or senior with previous experience as an Honors Community Assistant, as well as 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 these expectations.</i></p> <p>S/he must also be available for orientation, preparation, and team training Monday, August 14 through Thursday, August 17 and the morning of Friday, August 18. Specific times and dates will be scheduled with the Program Coordinator.</p>		
<p><b>Desired Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Regular availability throughout the work week (varying hours are acceptable)</li> <li>• Proficiency in the creation/revision of documents with word processing and presentation software</li> <li>• Willingness to utilize web-based technology tools, such as Google tools, mobile apps, etc.</li> <li>• It is preferred that the undergraduate assistant be available to assist with Preview during the months of May, June, and July; however, this is not a requirement.</li> </ul>		
<p><b>Hiring Rate</b></p>	<p>\$8.25 per hour; between 15 - 20 hours per week</p>		
<p><b>Contact Information</b></p>	<p>Amy Secretan          Honors Program Coordinator  <a href="mailto:amsecre@ilstu.edu">amsecre@ilstu.edu</a></p>	<p><b>Position Quicklink</b></p>	<p><a href="http://bit.ly/isuhonorsleadershipteam">http://bit.ly/isuhonorsleadershipteam</a></p>