

**Parent Programs Specialist
Illini Union
University of Illinois at Urbana-Champaign**

The Illini Union, the community center of the University of Illinois at Urbana-Champaign, is seeking a talented student affairs professional to serve as a Parent Programs Specialist.

Position Functions and Major Responsibilities: Reporting to the Program Manager, the Parent Programs Specialist will be responsible for the logistical coordination of programs and events both on and off campus, providing timely information on events and happenings on campus through a variety of communication vehicles, and will assist the Program Manager in the administration of the Moms and Dads Associations and the Illini Union Parent Programs Office. For more information about the Parent Programs Office or the Illini Union, please refer to <http://www.union.illinois.edu>.

The Parent Programs Specialist:

- Coordinates logistics of programs and events both on and off campus
- Provides timely information on events and programs on campus through various communication vehicles, including but not limited to; Web site, listserv, parent handbook, newsletters, and more
- Produces two, special edition newsletters for incoming freshman and transfer parents
- Researches current parent-university partnership trends and produces communications relevant to those trends for distribution through variety of communication vehicles
- Maintains a parent contact information database, listserv and Illini Union Parent Programs Office Web site
- Assists the Program Manager in the administration of the Moms and Dads Associations and the programs and events co-sponsored with the Illini Union Parent Programs Office
- Performs other duties and additional responsibilities as assigned

This position does require some night and weekend commitments.

Required Qualifications: Bachelor's degree plus at least one year experience in Student Affairs, communications, or closely related field. Demonstrated knowledge and understanding of college student development theory, and ability to interpret and use theories. Experience with programming and/or events planning. Excellent verbal and written communication skills and demonstrated ability to interact effectively with senior management levels in a fast paced environment. Excellent organizational and problem-solving skills, along with keen attention to details. Fully proficient in Microsoft Office applications including Word, Excel, Access, PowerPoint, and Outlook. Must have at least one year of supervisory experience.

Preferred Qualifications: Experience with Adobe InDesign and Dreamweaver. Working with volunteers. Experience with Web maintenance, including writing and researching for Web content. Previous experience managing and updating databases.

Appointment Status: This is a regular, full-time academic professional position.

Salary: Commensurate with experience with excellent benefits package

Proposed Starting Date: December 1, 2009, or as negotiated

Application Deadline: October 22, 2009

Application Procedures: All candidates must complete an online application at <http://jobs.illinois.edu> prior to the application deadline for full consideration. Qualified candidates must upload a letter of application, resume, and contact information (name, address, telephone number, and email address) for three current professional references. Official transcripts will be required for all finalists. Individuals with diverse backgrounds are encouraged to apply.

For additional information regarding the application procedures, please contact:

Illini Union
Staff Development and Human Resources
217-333-8305 (phone)
iuemployment@illinois.edu

The University of Illinois is an equal opportunity/affirmative action employer.