Program Specialist – Parent and Family Programs  
Illini Union-Operations  
University of Illinois at Urbana-Champaign

Illinois is a world leader in research, teaching, and public engagement. We serve the state, the nation, and the world by creating knowledge, preparing students for lives of impact, and addressing critical societal needs through the transfer and application of knowledge. Illinois is the place where we embrace difference. We embrace it because we value it. Illinois is especially interested in candidates who can contribute, through their research, teaching, and/or service, to the diversity and excellence of the Illinois community.

PRIMARY POSITION FUNCTION:
The Parent & Family Program Specialist will be responsible for the logistical coordination of programs and events both on and off campus, providing timely information about campus events through our multiple communications channels, compiles and edits publications, and aids in the administration of the Moms and Dads Associations.

DUTIES AND RESPONSIBILITIES:
Operations:
• Coordinates all logistical components of programs and events both on and off campus; i.e. Summer Registration Parent and Family Orientation, International Family Orientation, Summer Send Off, Move-in Day, Moms Weekend, Dads Weekend, Sibs Weekend, and others.
• Provides timely information about campus events through multiple communications channels, both print and digital content.
• Researches and creates educational content for print and digital communications; collaborates with student affairs and academic departments across campus to develop educational content for families.
• Database management, including collection, updating family contact information, and collaborating with Advancement to ensure proper coding in TED.

Administrative/Supervision:
• Administers multiple award programs on behalf of the Moms and Dads Associations and the Parent Fund.
• Develops outreach programs to enhance family engagement in the campus community and programs.
• Supervises student employees and oversees the student learning outcomes program for the department.
• Supports the administration of the Moms and Dads Associations, separate non-profit affiliated organizations.
• Performs other duties and additional responsibilities as assigned.

QUALIFICATIONS:
Required:
Master's Degree
One year of experience in Student Affairs or a related field, and one year of supervisory experience (experience can be concurrent).

Preferred:
Two years of experience in event planning, programming, working with volunteers, writing and researching, public speaking, database knowledge and experience with web maintenance.

Successful candidates will have the following:
• Excellent verbal and written communication skills
• 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 detail
• Proficiency in Microsoft Office Suite.

SALARY AND APPOINTMENT INFORMATION:
This is a full-time Civil Service Program Assistant position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience.
TO APPLY:
Applications must be received by March 4, 2019. Apply for this position using the "Apply for Position" button below. If you have not applied before, you must create your candidate profile at http://jobs.illinois.edu. If you already have a profile, you will be redirected to that existing profile via email notification. To complete the application process:

Step 1) Submit the Staff Vacancy Application.
Step 2) Submit the Voluntary Self-Identification of Disability forms.
Step 3) Upload your cover letter, resume (months and years of employment must be included), academic credentials (unofficial transcripts or diploma may be acceptable), and names/contact information for three references.

In order to be considered as a transfer candidate, you must apply for this position using the "Apply for Position" button below. Applications not submitted through this website will not be considered. For further information about this specific position, contact Matthew Macaraeg 217-300-7443. For questions about the application process, please contact 217-333-2137.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEO. To learn more about the University’s commitment to diversity, please visit http://www.inclusiveillinois.illinois.edu.

College Name or Administrative Unit: Illini Union
Category: Administrative Support
Title: Program Specialist - Parent and Family Programs (107930)
Open Date: 02/05/2019
Close Date: 03/04/2019
Organization Name: Illini Union-Oper