UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
COUNSELING CENTER

PRE-PROFESSIONAL GRADUATE ASSISTANTSHIP

Position Title:
Pre-professional Graduate Assistant for the Counseling Center with an emphasis on INNER VOICES Social Issues Theatre.

Type of Position:
50% graduate assistantship, nine months, beginning August 16, 2019. This position is a pre-professional activity for students in Theatre or other approved departments for a pre-professional experience.

Description:
The INNER VOICES Social Issues Theatre graduate assistant will contribute to the overall mission of the counseling center by working with the vibrant INNER VOICES Social Issues Theatre program and providing key program assistance; including supporting all components of the program and contributing directly to the theatrical components of the program. This supports includes serving as company manager and assistant to the director for the INNER VOICES Social Issues Theatre ensemble. The Graduate Assistant also supports on audience development through contributing to, promoting and publicizing the program. This includes advertising for classes, publicizing the program’s services, publicizing specific productions as well as the program more generally, and overseeing front of house through working closely with the INNER VOICES Social Issues Theater program coordinator and other staff.

Duties:
- Conduct general outreach and prevention programming for the Counseling Center
- Provide regular assistance to general counseling center operational demands
- Assist program coordinator/ensemble director in administration, organization and coordination of the INNER VOICES Social Issues Theatre Ensemble and facilitation through weekly staff meetings and follow through.
- Act as stage manager and assistant to the director for INNER VOICES Social Issues Theatre ensemble productions by attending all rehearsals as well as all performances.
- Provide guidance and oversight for practicum students (Theatre 400M and N) who are working with INNER VOICES Social Issues Theatre Ensemble
- Provide when appropriate technical production assistance for shows as indicated by Technical Production Manager.
- Contribute to and participate in the development and research of scripted/devised material.
- Responsible for audience development and front of house coordination for all shows through working closely with the Ensemble Director
- Work closely with Program Coordinator and media specialist to develop all aspects of program and show publicity including timely creation and distribution of PSA, Posters, Postcards, Press Packets and Electronic Postings.
- Oversee Video and Photo Documentation
- Oversee and/or attend INNER VOICES presence at all campus information distribution events such as RA fairs and health fairs.
- Attend weekly staff/production meetings.
- Other duties as assigned.
- Take on one special project per semester that could include script writing, directing, rehearsal and/or performance work, production development and assistance – as skills of individual indicate.

Qualifications:
Graduate student in Theatre. Preferred: Excellent interpersonal skills working across diverse populations including campus community undergraduates, graduates, and staff; awareness of current health, mental health, and social issues on university campuses; awareness of past and current trends in social issues theatre; and available some afternoons and evenings.

Compensation:
Commensurate with current university policies on graduate student stipends and fee waivers. All applicants will be required to fill out a FAFSA form to assess eligibility for Federal Work Study Assistantships.

Application Procedure:
Review of applications will begin immediately and will continue until the position is filled. To apply for the position please complete the form found at https://illinois.edu/fb/sec/7779817.
If you have any questions regarding the application process, please email Mary Barker, Human Resources Associate, mdietz@illinois.edu. If you have any questions regarding the duties of this position, please email Lisa Fay at lfay@illinois.edu.