

Program Advisor, Office of Volunteer Programs  
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 professional to serve as the Program Advisor for the Office of Volunteer Programs (OVP), which is part of the Student Programs and Activities Office.

**Position Functions and Major Responsibilities:** The Program Advisor will manage the Illini Union Office of Volunteer Programs. Responsibilities will include working with staff members to educate and recruit students, student organizations and University affiliates to the needs and rewarding experiences of volunteering; working with community agencies to identify opportunities and needs for University students to work with their outreach efforts; and provide programming initiatives that will facilitate students becoming involved in non-profit efforts in their communities. The Program Advisor will also be responsible for working with a diverse group of student leaders and volunteers from the Volunteer Illini Projects (VIP) student organization. Additionally, they will supervise a staff consisting of: one graduate assistant, intern and a staff of 4-5 student employees.

**Minimum Qualifications:** Bachelor's degree required (Master's degree preferred), plus 2 years full-time professional experience in community service programs or student activities required. The position requires an awareness of current needs, trends and issues in the area of Community or Human Services; experience with and/or knowledge of program planning and management, advising and supervising students, and a genuine commitment to multiculturalism and community-building. Experience in a college student union or center and working with college students is preferred. Ability to work with diverse students and staff members is a must.

**Appointment Status:** This is a 12 month, full-time Academic Professional position.

**Salary:** Commensurate with experience and includes an excellent benefits package.

**Proposed Starting Date:** Proposed starting date is as soon as possible.

**Application Deadline:** Monday, November 30, 2009.

**Application Procedures:** All candidates must complete an online application, through <http://jobs.illinois.edu> before deadline for full consideration. Qualified candidates must upload a letter of application, resume, and contact information (names, addresses, e-mail addresses, and telephone numbers) of three current professional references. Official academic transcripts will be required of the finalists. Interviews may be conducted but no decision will be made until after the closing date. Individuals with diverse background are encouraged to apply.

For additional information regarding the application procedures, please contact:

Illini Union  
Staff Development and Human Resources  
Phone: (217) 333-8305  
E-mail: [iuemployment@illinois.edu](mailto:iuemployment@illinois.edu)

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