The Chez Veterans Center’s (CVC) vision is to be the preeminent university center for transforming present and future generations of military-connected communities through innovative services, research, and education. With these values in mind, the CVC is piloting the development of a new Veteran Community Health Continuing Education Program. This position is a part-time, hourly graduate student position designed to help CVC staff develop and pilot this new program.

**Title of Position:** Development Assistant

**Number of hours:** 10 hrs/week at $14/hr for 32 weeks. Position start date is May 2021.

**Supervised by:** CVC Assistant Director of Behavioral Health Services, Ingrid Wheeler. Will also be co-supervised by CVC Assistant Director of Research Engagement and Educational Programming, Jeni Hunniecutt

**Purpose of position:** To provide support for the organizational development of the Veteran Community Health Continuing Education Program.

**Position summary:** Seeking a bright, motivated graduate student who is passionate about education, program development, research, and communication. The primary role of this position is to assist program coordinators in the development of the new CVC Community Health Continuing Education Program.

**Duties include:**
- Assist in developing, implementing, and analyzing a market analysis
- Assist in identifying and coordinating with subject matter experts to advise on formulation of workshops and delivery
- Help oversee programming logistics, recording and completing necessary paperwork
- Help develop event schedules and assignments
- Work closely with coordinators for event logistic support, such as recording events, editing recordings, and ensuring events are ADA accessible
- Support communication with audiences, organizing information and developing forms to support attendance tracking
- Provide support for marketing of events that are part of the program

**Required skills:**
- Currently possess and maintain a minimum 3.25 cumulative grade point average as a graduate student
• Be in good conduct / disciplinary standing at all times from the time of application through employment
• Be enrolled in class full-time in accordance with University guidelines with no encumbrances
• Minimum of 1 semester completed at the University of Illinois
• Research knowledge and competency (developing and tracking surveys and forms)
• Organizational skills, leadership skills, adaptable and eager to learn
• Strong writing and interpersonal skills

Preferred skills:
• Military cultural competency
• Disciplinary background/experience in community health, social sciences and/or education.
• Marketing and social media skills
• Interest or experience developing IRB protocol

Apply
To apply for this position, you must submit a resume/CV and complete a typed, one-page narrative that answers the following questions:
• Explain why you’re interested in applying
• Explain why you’re a competitive candidate
• Explain any previous experience you have that has prepared you for this position
• List of 2-3 professional references

Email the materials above to Ingrid Wheeler at ithorso2@illinois.edu and Jeni Hunniecutt at jeni@illinois.edu by April 1, 2021. Selected applicants will be invited for an interview.