

2025 End Student Housing Insecurity Content Creators

Student Affairs is seeking three (3) current SIUE employees to create content/framework/materials related to student basic needs support and is part of SIUE's End Student Housing Insecurity Grant implementation plan. Content creators will work with an assigned member of the ESHI coordinating team and appropriate campus partners. The three projects are:

1. **Training and Awareness:** Create faculty, staff and peer training content, a training curriculum, and awareness raising content to better support and identify basic needs insecurity and expand knowledge of campus and community-based resources. This should include a training schedule and an online training module with a certificate issuance upon completion.
2. **Communications and Outreach:** Create marketing materials, communication strategy, and on-going campaign to raise awareness of varying campus resources through varied messaging approaches with special attention to underrepresented student populations. Resources should include but are not limited to: HOUSE Liaison, Benefits Navigator, Undocumented Students Liaison, Veteran Coordinator, the Child Care Access Means Parents in School program, the Student Care and Advocacy Coordinator, and other basic needs supports.
3. **SCAN Expansion:** Develop the framework of an expanded Student Care and Advocacy Network (SCAN), identifying positions in key offices across campus that support historically underrepresented students. Develop the operating expectations of the group, initial and on-going training content and opportunities, and processes for bolstering campus-wide support across campus leveraging existing support programs.

An employee may express interest in creating content for multiple projects. An employee will not be selected for more than one project unless there are an insufficient number of individuals who express interest. Project execution will take place between mid-January and late-April, with the option to expedite completion if desired.

Minimum Qualifications:

- Master's degree in counseling, social work, psychology, higher education, or similar.

Compensation: Stipend that includes payment of \$4,000 per project (subject to payroll taxes). Payment is split into two payments based on project milestone achievement as determined by Student Affairs. Overtime provisions are not applicable.

To Apply: Complete the [Indication of Interest](#) form by January 20, 2025 at 11:59 p.m. Questions should be directed to Rony Die, Dean of Students.

ESHI Projects: Timeline & Requirements

Project Goal

Create content, framework, or materials described below and work with campus partners to execute the content in electronic, mobile, print, or presentation format. Content must be easily integrated into existing SIUE platforms and accessible and appropriate for SIUE students.

Projects

- Training and Awareness: Develop training curriculum, schedule, module, and certificate of completion.
- Communications and Outreach: Develop overall basic needs communication strategy, marketing materials, evergreen email templates, and other marketing collateral.
- SCAN Expansion: Develop SCAN framework, operations, membership, and processes. Develop initial and on-going training strategies.

Project Components and Contract Requirements

Required Project Components:

1. Content to meet requirements of the End Student Housing Insecurity Grant requirements.
2. Electronic, mobile, print, or presentation materials are ready-to-use.
3. All included content is properly cited and must be copyright cleared.

Other Requirements:

1. Attendance at monthly 30-minute Zoom meeting with other project content creators and ESHI coordinating team members to discuss progress and best practices.
2. Each project should result in tangible deliverables that are usable and ready to be deployed in late-Spring 2025.
3. Content creator must collaborate with campus personnel when appropriate to ensure use of relevant existing campus resources.

Project Development and Milestones with Minimum Due Dates

1. Creator provides detailed outline of content to Student Affairs (DUE by February 14, 2025).
2. Creator provides final content to Student Affairs liaison for review (Due by March 7, 2025; \$2,000 payment upon execution)
3. Creator makes needed revisions based on Student Affairs review and provides final product (DUE by March 31, 2025)
4. Creator collaborates with campus partners as needed to host content in existing campus resources as outlined.
5. Student Affairs reviews final product (DUE April 30; Final \$2,000 payment request forwarded to Human Resources at acceptance).