

Graduate Assistant – Office of Engagement and Alumni Relations

The Office of Engagement and Alumni Relations at Missouri State University is seeking a dedicated and enthusiastic **Graduate Assistant** to support alumni engagement initiatives and events. Reporting to the **Assistant Director of College and Constituency Engagement** and the **Assistant Director of Chapters and Corporate Engagement**, this position offers an opportunity to gain valuable experience in event planning, alumni relations, and communications while making a meaningful impact on the university community.

This position is an excellent opportunity for a graduate student who is passionate about event planning, alumni engagement, and making a positive impact at Missouri State University. If you are looking for a dynamic role that provides hands-on experience in a collaborative and engaging environment, we encourage you to apply!

Key Responsibilities

- Assist in planning, coordinating, and executing alumni events, including Homecoming and special engagement programs.
- Support post-event follow-up, including surveys, thank-you communications, and data entry.
- Maintain accurate records and databases related to alumni and university friends.
- Communicate professionally with alumni, donors, and university stakeholders via email, phone, and social media.
- Research industry best practices and propose new ideas for alumni programming and engagement.
- Assist with the creation and distribution of promotional materials for events and initiatives.
- Attend and support special events outside of normal office hours as needed.
- Perform other duties as assigned to support the team's goals and objectives.

Required Qualifications

- Strong organizational skills with attention to detail.
- Proficiency in Microsoft Word, Excel, email, and social media platforms.
- Exceptional verbal and written communication skills.

- A team player with a positive attitude and ability to collaborate effectively.
- Willingness to work evenings and weekends as needed.
- Punctual, dependable, and able to manage multiple tasks efficiently.

Preferred Qualifications

- Experience with graphic design and/or desktop publishing for event promotions.
- Prior experience in event planning and execution.
- Experience working in a diverse environment.
- Passion for Missouri State University and its alumni network.
- Familiarity with social media engagement strategies.

Additional Requirements

- Must be available to work during the **Spring, Summer, and Fall semesters**.
- Must meet all Missouri State Graduate College employment requirements.
- Must work an average of **20 hours per week**, including occasional evenings and weekends.
- Must have access to **reliable transportation** and be willing to run occasional errands on and off campus.
- Must be able to lift **30-50 pounds** as needed for event setup and execution.

To apply:

Submit a graduate assistantship application, a cover letter, and a current resume to Michaela Bennett, Assistant Director of College & Constituency Engagement.

Email: MichaelaBennett@missouristate.edu

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