

## **Graduate Assistant – Co-Curricular Involvement**

### **Position Summary**

This position works to serve the approximately 300 student organizations on campus through promotion, coordination, and recognition efforts. As part of the Office of Student Engagement, this position would also be involved with larger campus events and programs.

### **Co-Curricular Involvement Graduate Assistant Learning Outcomes**

As result of this assistantship, the graduate will:

- Increase personal confidence while making well-informed, ethical decisions in advising student leaders
- Implement student development theory into practice
- Gain a greater understanding of the importance of Co-Curricular activities in the college student educational experience
- Be able to communicate university policies and legal concerns with faculty, staff and students via verbal and written communications
- Learn and implement strategies for assessment and evaluation

### **Supervisor**

Reports to the Coordinator for Co-Curricular Involvement, also works closely with the OSE Involvement Ambassador team, the Student Specialist for Co-Curricular Involvement, and the Graduate Assistant for SOFAC.

### **Essential Functions**

- A. Provide daily support and guidance for approximately 300 student organizations
  1. Assist Coordinator with managing required Annual Registration process
  2. Provide support to organizations and advisors
  3. Approve student organization forms for event/travel registration, advisor agreement, emergency contacts, etc. through BearLink, working collaboratively with the CCI Team and the organization's leadership
  4. Prepare and present multiple student organization orientations
  5. Update student organization resources and website as needed
- B. Advise and administer new student organization development and registration process
  1. Work with interested students in starting new organizations, including but limited to securing a faculty/staff advisor, creating a Constitution and/or bylaws, and recruiting perspective members
  2. Coordinate with Student Government Association to review organization constitutions
  3. Provide guidance to new organizations in relation to university policies, procedures, & programs
- C. Supervise the OSE Involvement Ambassador team
  1. Assist with daily questions/needs of the team, helping them guide student organization leaders in their positions
  2. Hold weekly one-on-ones with each team member to ensure growth and development within their position
  3. Coordinate bi-weekly team meetings by preparing an agenda, setting goals for the year, and adapting to team feedback
- C. Assist in the coordination of major campus programs
  1. Assist with the annual Student Organization Festival during Welcome Weekend
  2. Assist in coordination of annual STAR Awards Ceremony in April
  3. Coordinate additional educational sessions for student organization leaders, as needed
- D. Plaster Student Union (PSU) & Office of Student Engagement (OSE) responsibilities

1. Participates as an active member of the PSU & OSE professional staff, attending administrative staff meetings, workshops and events
2. Become knowledgeable of PSU and OSE practices
3. Assists in goal and strength development for the PSU
4. Assist in research and development of projects with the PSU staff
5. Assist in promotion of services of the PSU
6. Promote the value of co-curricular activities to the university community through presentations and information booths

### **Other Responsibilities**

- A. Opportunity to advise a student organization, other undergraduate student worker(s), and undergraduate student leaders

### **Required Qualifications**

- A. Strong written and verbal communication and organizational skills, as well as the ability to relate to and interact with students, members of the University community, and off campus professionals
- B. Working knowledge of student organizations, activity programming experience at the university level, and experience working with both small and large groups
- C. Computer experience in Microsoft Office Suites and Microsoft Windows
- D. Ability to work on nights and weekends as needed for events and projects
- E. Be energetic, creative, able to work independently and unsupervised, be a quick-learner, flexible (both in work schedule and attitude), sensitive and open-minded, and able to function effectively under unusual stress.
- F. Must have completed a bachelor's degree and be accepted into a graduate program at Missouri State University for Fall 2024
- G. Report to work one week prior to fall and spring semesters.

### **Preferred Qualifications**

- A. Involvement in leadership training or programs
- B. Prior experience working with student organizations either in an advisor or student leader capacity
- C. Ability and willingness to drive university vehicle when job warrants it
- D. Experience working in diverse environment and/or with students from diverse backgrounds

### **Job Notes**

- A. Not eligible for other University Employment.
- B. Maximum term of employment is one academic year (two semesters) and possibly one eight-week summer session. The assistantship may be eligible for re-hire for up to one additional year and possibly one additional eight-week summer session.
  1. Must enroll for and complete a minimum of six hours of graduate credit (600 level or above).
  2. Enroll for no more than a total of 12 hours per semester.
- C. Average working time of 20 hours per week.
- D. Must maintain a 3.00 GPA on all graduate course work.

### **To Apply:**

Submit the following documents to Briar Douglas ([BriarDouglas@missouristate.edu](mailto:BriarDouglas@missouristate.edu)):

- Updated resume
- Cover letter (optional)
- Letter of recommendation (optional)