

Student Engagement Graduate Assistant for the Office of Alumni Relations

Primary Purpose: Serve as an advisor for the Student Alumni Association (SAA). Responsible for guiding executive committee and members with organization recruitment, university and community involvement, serving at athletics and special events, regular meetings and organizational events. This year-round assistantship also involves assisting with alumni events, serving on the MSU Alumni Association Student engagement and Success committee, and serving as a communication liaison to departments within Student Affairs.

“The mission of the Missouri State University Student Alumni Association is to bridge the gap between current students, alumni and the University through the development of professional relationships, public affairs, student philanthropy and celebrating the experience of being a Bear.”

Supervisor: Reports to the Assistant Director of Student and Young Alumni Engagement.

Description of Work:

- Advise SAA
 - Develop, implement and facilitate programs that address leadership and skill development for the members and leaders of the organization
 - Attend all SAA executive committee and full membership meetings, which may occur after normal business hours; help host skyboxes at home football games
 - Advise and assist executive officers in accomplishing duties related to their positions, including weekly one on-one meetings with officer and weekly organization and executive board meetings
 - Maintain accurate records to track organization expenses and membership roster
- Prepare print, email and social media campaigns for Student and Young Alumni Programs
- Assist supervisor with special projects including new student activities, senior programming, BearTalks Speaker series, & Dinner with Eight Bears
- Assist supervisor in ideation and creation of Young Alumni programming and strategies to engage recent graduates
- Develops content to share with Student Affairs regarding Alumni Association and Student Alumni Association programming for students and recent graduates
- Attend and complete work assignments at special events/receptions hosted by Advancement as requested
- Research best practices and propose new programs to engage students and young alumni
- Assist with setup and execution of alumni events as necessary

Required Skills:

- Computer skills required including Word, Excel, and working knowledge of using email and social media
- Exceptional verbal and written communication skills in writing and social settings
- Team player with a positive attitude and excellent people skills
- Ability to work independently and see projects through to completion with limited supervision
- Willing to attend special events outside of office hours, as needed
- Punctual and dependable

Preferred Skills

- Prior involvement or experience with a student advancement organization
- Experience or interest in student programming and event planning
- Expertise or experience in student recruitment
- Prior experience working with student organizations either as an advisor or student leader
- Experience working in a diverse environment and/or with students from diverse backgrounds
- Desktop publishing (InDesign or similar) for development of promotional materials
- A love of Missouri State University

Miscellaneous Requirements:

- Must meet all Missouri State Graduate College employment requirements
- Must work an average of 20 hours per week. Some weekend/evening hours will be required.
- Must have a personal vehicle and be willing to run occasional errands, on and off campus
- Must be able to lift 30-50 pounds

To apply:

Submit a [graduate assistantship application](#), a cover letter, and a current resume to:

Robin Wilson, Administrative Assistant to Alumni Relations

Email: robinwilson@missouristate.edu

Missouri State University Alumni Association

300 S. Jefferson, Suite 100

Springfield, Missouri 65806

Phone: 417-836-5654 •

Applications will be accepted until the position is filled.