

Graduate Assistant for Service – Center for Community Engagement

Position Summary

This position plays a vital role in fostering a culture of service and active citizenship among Missouri State University students. This position will coordinate service projects and events, including alternative break trips, local days of service, and campus-wide volunteer initiatives. Additionally, this person will advise student leaders, support volunteer engagement, and help students connect with service opportunities that align with their interests and passions.

Essential Functions

- Plan, organize, and implement service events, including alternative break trips and campus-wide days of service.
- Assist students in identifying service opportunities that align with their skills, interests, and career goals.
- Advise student leaders involved in service-focused organizations and initiatives.
- Coordinate logistics such as transportation, lodging, meals, and partnerships with community organizations.
- Develop risk management plans and ensure safety protocols are followed for service events.
- Maintain records of participation and impact data to assess program effectiveness.
- Provide training and support for student-led service programs, equipping students with leadership skills and knowledge of social issues.
- Serve as a mentor to students engaging in service and help them reflect on their experiences
- Develop relationships with community partners to create meaningful and sustainable volunteer opportunities.
- Promote service events and opportunities through marketing, social media, and campus outreach.
- Assist with budgeting and reporting for service programs.
- Represent the CCE at university and community meetings as needed.

Other Opportunities

- Advise a Spring, Fall, Winter, or Summer Immersion Trip (Alternative Break).
- Assist with other Center for Community Engagement programming.
- Professional networking through local, state and national affiliates.

Required Qualifications

- Strong written and verbal communication and organizational skills, and the ability to relate to and interact with students, members of the University community and off-campus professionals.
- Working knowledge of service methods, reflection facilitation, and team building.
- Ability to work an average of 20 hours per week
- Be energetic, creative, able to work independently, be a quick-learner, flexible (both in work schedule and attitude), sensitive and open-minded, and able to function effectively under unusual stress.
- Must have completed a bachelor's degree and be accepted into a graduate program at Missouri State University

View the full list of Graduate Assistant Eligibility Requirements:

https://www.missouristate.edu/Policy/Chapter3/Op3_16_1_GraduateAssistantshipEligibility.htm

Preferred Qualifications

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- Experience and interest in pursuing a career related to working with non-profits, social work, community engagement, service programs, or student affairs.
- Passion for community engagement and active citizenship
- Prior experience working with student organizations either in an advisor or student leader capacity
- Ability and willingness to drive university vehicle when job warrants it.

Job Notes

- This position is Stipend Level 1 - See more information about the Fee Waiver and Stipend: <https://graduate.missouristate.edu/CurrentStudents/assistantships-fee-waiver.htm>
- Not eligible for other University Employment.

Application Instructions

Please email the following materials to CCE@missouristate.edu:

- Cover Letter
- Resume
- 1 letter of recommendation

Deadline to Apply – April 11, 2025

(Interviews will be scheduled as needed on a rolling basis)