

To apply:

Send your resume AND cover letter to studentresourcecenter@missouristate.edu

Please do not send additional emails. We will get back to you with a decision in the second week of April.

Student Resource Center

Graduate Assistant, – Mary Jean Price Walls Student Resource Center (SRC)

Student Support and Opportunity

Position Summary

The Graduate Assistant, Student Resource Center will help develop and coordinate social programs and services for the campus community with the rest of the Student Resource Center staff. They will oversee educational programs, social media presence and assist with collaborative efforts, support of unit programs and initiatives, and assessment and program evaluation.

Supervision

Reports to the Director of Student Resource Center but works closely with the Assistant Director. The Graduate Assistant will work in the Resource Center housed in the Mary Jean Price Walls Annex in the lower level of Plaster Student Union across from Starbucks.

Learning Outcomes

- Gain an understanding of planning and developing meaningful programs that educate the campus community about current trends regarding culture, campus, and community resources.
- Obtain experience in working with different student populations while promoting student learning, advocacy and inclusion.
- Learn program management, program planning and program assessment skills for working with culturally based organizations and populations.
- Develop advising, facilitation and training skills.
- Cultivate an understanding of Student Resource Center and its impact on campus and become a university liaison.

Essential Functions

A. Assist in the planning and development of programs for the office surrounding topics of culture

- Create, implement and facilitate monthly events from program series that include but not limited to: Lunch & Learn, Dine & Discuss, and Documentary & Dialogue (i.e., generate culturally relevant and current event topics where students discuss variants of culture and self). These events will take place once a month, the graduate assistant is responsible for organization and promotion and assessment of event.
- Assist and participate in committees that plan office signature events, months include Latinx Heritage Month, Native & Indigenous Heritage Month, Black History Month, Women's HERstory Month and Asian Heritage Month.

- Collaborates with Student Resource Center Staff in planning and coordination of large scale programs: Bear Bash, BelongBQ, Networking Reception, Achievement Ceremonies & Receptions, Citizen Engagement Scholarship & Award Program Events, and MoState Student Summit etc)

B. *Work as a liaison for student organizations while serving as a referral and resource regarding room reservations of SRC Annex*

- Oversee student organization SRC Annex reservation process, serve as main contact for reservations, create sign up process and allocate space to students. Ensure that appropriate student leaders have access to space (i.e., one student org representative will be given access to the SRC Annex for meetings. They will have to sign a contract before given access).

C. *Oversee Student Resource Center social media account(s) and manage content*

- Graduate Assistant may have the responsibility of managing social media accounts which include(s) Facebook, X, and Instagram.
- Use site as an additional platform for promotion of office events and publicity.

D. *Manage and update staff bulletin board & upcoming programs*

- Bulletin board will be split in two parts (staff information & upcoming programs)
- Update necessary staff information when needed and post flyers and posters of upcoming programs and up to date information visible.

E. *Other duties as assigned*

- Facilitate communication within the many different student communities at Missouri State University on issues of common concern and represent these various points of view to the staff.
- Offer support services and facilitate collective efforts and co-sponsorship of programs and services within the Missouri State University community. Work with other MSU offices and student organizations to support their services and facilitate collaboration on education and community building efforts and programs.
- Assist in office and or campus related programs as requested.
- Provide support to the office procedures and operations along with professional staff along with other duties as assigned by the Director of Student Resource Center and or Assistant Vice President of Student Affairs, Student Support and Opportunity.

Additional Information

- Graduate Assistant will meet one-on-one with the Director, Student Resource Center bi-weekly.
- Graduate Assistant will attend all staff meetings.
- Graduate Assistant will adhere to appropriate work attire (professional or business casual) and causal/bear wear on bear spirit days (Fridays).

Required Qualifications

- 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.

- Computer experience in Microsoft Office and Windows.
- Be energetic, creative, and able to work independently, flexible with work schedule and hours, culturally aware and sensitive, open-minded, able to function effectively during heavy programming months.
- Ability to work weekends as needed for projects and events.
- Must have completed a Bachelor's Degree and be accepted into a graduate program at Missouri State University.

- Must enroll for and complete a minimum of six hours of graduate credit (600 level or above) per semester.
- Enroll for no more than a total of 12 hours per semester.
- Average working time of 20 hours per week.
- Must maintain 3.00 GPA on all course work.

Job Notes

- Not eligible for other University employment.
- Maximum term of employment is two academic years (four semesters)