

## **Graduate Assistant - Student Organization Funding Allocation Council (SOFAC)**

### **Position Summary**

This position works to serve the approximately 300 student organizations on campus through proposal development, budget preparation, and funding allocations. As part of the Office of Student Engagement, this position would also be involved with larger campus events and programs.

### **SOFAC Graduate Assistant Learning Outcomes**

As result of this assistantship, the graduate will:

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

### **Supervisor**

Reports to the Director of the Office of Student Engagement.

### **Essential Functions**

1. Provide daily support and guidance for approximately 300 diverse student organizations.
  - a. Encourage students to incorporate the ideas of personal responsibility in event organization and planning.
  - b. Provide support to organizations and advisors including orientations and one-on-one meetings.
  - c. Review and maintain updated files and records for all organization activities funded by SOFAC.
  - d. Articulate the funding guidelines with students, staff and advisors.
2. Administer the semi-monthly allocation meeting process.
  - a. Recruit, train, advise and assist seven student council members & five staff council members.
  - b. Prepare, schedule and present SOFAC orientations for student organization leaders and advisors.
  - c. Keep minutes during allocation meetings to use for the preparation of award letters.
  - d. Meet one-on-one with student leaders and advisor's post-allocation regarding
  - e. payment/reimbursement process.
  - f. Review proposal forms, resources and funding guidelines annually; update website as needed.
3. Supervise undergraduate Student Specialist in daily activities.
  - a. Receive, review, and accept proposals from student organization.
4. Collaborate with the administrative assistant for payment/reimbursement needs.
  - a. Receive, review and complete paperwork for payment/reimbursement from organizations.
  - b. Communicate with students regarding processes and missing paperwork when needed.

- c. Communicate with Accounting specialist regularly regarding paperwork.
- d. Maintain accurate accounting of SOFAC funds.
- e. Reconcile the SOFAC budget monthly.
- 5. Plaster Student Union (PSU) & Office of Student Engagement (OSE) responsibilities.
  - a. Participates as an active member of the PSU & OSE professional staff, attending administrative staff meetings, workshops and events.
  - c. Become knowledgeable of PSU and OSE practices.
  - d. Assists in goal and strength development for the PSU.
  - e. Assist in research and development of projects with the union staff.
  - f. Assist in promotion of services of the union.
  - g. Promote the value of co-curricular activities to the university community through presentations and information booths.
  - h. Assist in the coordination of major campus programs.

### **Required Qualifications**

1. 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.
2. Working knowledge of student organizations, activity programming experience at the university level, and experience working with both small and large groups.
3. Computer experience in Microsoft Office Suites and Microsoft Windows.
4. Ability to work on nights and weekends as needed for events and projects.
5. 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.
6. Must have completed a bachelor's degree and be accepted into a graduate program at Missouri State University.

### **Preferred Qualifications**

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

### **Job Notes**

1. Not eligible for other University Employment.
2. Maximum term of employment is two academic years (four semesters) and two eight-week summer sessions.
  - a. Must enroll for and complete a minimum of six hours of graduate credit (600 level or above).
  - b. Enroll for no more than a total of 12 hours per semester.
3. Average working time of 20 hours per week.
4. Must maintain a 3.00 GPA on all graduate course work.

## **Application Instructions**

Submit the following documents to The Office of Student Engagement at [StudentEngagement@missouristate.edu](mailto:StudentEngagement@missouristate.edu). Include in the subject line what position you are applying for.

- Updated resume
- Cover letter
- Three references

**Application deadline for first consideration is March 13, 2026. Applications will be accepted until the position is filled.**