

## **Student Engagement Graduate Assistant for the Office of Alumni Engagement**

**Primary Duties:** The Student Engagement Graduate Assistant serves as the primary advisor to the Student Alumni Association (SAA), supporting student leaders and members through recruitment, leadership development, campus and community involvement, and engagement at athletics and special events. This **year-round assistantship** also supports alumni programming and acts as a communication liaison between the Office of Alumni Engagement and Student Affairs.

### **What is the Student Alumni Association (SAA)?**

*“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.”*

## **Description of Work**

### **Student Alumni Association Advising**

- Serve as the primary advisor to the Student Alumni Association (SAA).
- Develop, implement, and facilitate programs focused on leadership development and professional skill-building for SAA members and officers.
- Attend all SAA executive committee and general membership meetings, which may occur outside of normal business hours.
- Support and advise executive officers in fulfilling their responsibilities, including weekly one-on-one meetings with officers and participation in weekly executive committee and organization meetings.
- Assist SAA members with hosting skybox suites at all home football games.
- Maintain accurate records related to SAA membership rosters and organizational expenses.

### **Programming, Communications, and Events**

- Prepare and support print, email, and social media communications for student and young alumni programs.
- Assist the supervisor with special projects and signature programs, including new student activities, senior programming, MSU Birthday Party, Young Alumni events, and Dinner with Eight Bears.
- Contribute to the ideation, planning, and execution of young alumni programming and engagement strategies for recent graduates.
- Develop and share content with Student Affairs related to the Alumni Association and SAA programs, initiatives, and opportunities.
- Research best practices and recommend new programs or strategies to enhance student and young alumni engagement while aligning with the University Advancement strategic plan.
- Assist with setup, execution, and breakdown of alumni events as needed.
- Attend and complete work assignments at University Advancement-hosted events as requested.

### **Required Skills:**

- Strong organizational and time-management skills.
- Proficiency with Microsoft Word and Excel; working knowledge of email platforms and social media.

- Excellent verbal and written communication skills in both professional and social settings.
- Ability to work collaboratively as a team member with a positive attitude and strong interpersonal skills.
- Ability to work independently, manage multiple priorities, and follow projects through completion with limited supervision.
- Willingness to work evenings and weekends as required.
- Dependable, punctual, and professional.
- Graphic design experience using tools such as Canva and/or Adobe Creative Suite.

**Preferred Skills**

- Experience or strong interest in student programming, leadership development, and event planning.
- Prior experience working with student organizations as an advisor or student leader.
- Experience working in environments with students and alumni from varied backgrounds.
- Desktop publishing experience.
- Strong interest in social media content creation, posting, and engagement.
- A genuine enthusiasm for, and connection, to Missouri State University.

**Miscellaneous Requirements:**

- Must be able to work year-round (fall, spring, and summer semesters).
- Must meet all Missouri State Graduate College employment requirements
- Must work an average of 20 hours per week; occasional evening and weekend hours required.
- Must have access to 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:

Michaela Bennett, Assistant Director of College & Constituency Engagement

Email: [MichaelaBennett@missouristate.edu](mailto:MichaelaBennett@missouristate.edu)

Applications will be accepted until the position is filled.