

Graduate Assistant – Leadership

Summary

The graduate assistant for leadership is responsible for coordinating, marketing, and assessing two leadership programs hosted by the Office of Student Engagement. This position is also a team member in the Office of Student Engagement (OSE) and the Plaster Student Union (PSU) and should plan to attend meetings and events as needed by each area of responsibility.

Supervisor

Reports to the Coordinator of Co-Curricular Involvement

Learning Outcomes

1. As a result of this assistantship, the graduate will:
 - Implement student development theory into practice
 - Develop critical thinking, decision-making, and problem-solving skills while working with students in leadership programs.
 - Develop advising skills with individuals and groups of students
 - Work with event coordination staff for each event
 - Learn techniques and methods of assessing/evaluating, designing, and implementing interventions with individuals, groups, and organizations
 - Develop relationships with students and professionals from a variety of different backgrounds and lifestyles

Essential Functions

1. Plan all yearly events for the Centennial Leaders and Emerging Leaders programs
2. Develop the annual requirements for the Centennial Leaders program, including the oversight of the Points system
3. Sends regular communication to all Centennial Leaders and Emerging Leaders scholars to provide updates on program requirements
4. Oversee the Holiday Party each Fall and the End-of-Year Ceremony each Spring
5. Lead the interview process for Centennial Leader facilitators and Emerging Leaders facilitators including organizing applications and interviews, marketing the opportunity, and organizing all materials
6. With the Coordinator, meet one-on-one with each Centennial Leader scholar each semester
7. Create and implement training for Centennial Leader facilitators and Emerging Leaders facilitators
8. Work with faculty and staff contacts to broaden the reach of applicants for all Leadership programs
9. Help promote leadership and involvement opportunities to all students
10. Create informal assessments for Emerging Leaders and Centennial Leaders programs, and review program effectiveness
11. Review all program curriculum each semester with the Coordinator
12. Plaster Student Union (PSU) and 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
 - b. Become knowledgeable of PSU and OSE practices
 - c. Assist in goal and strength development for the PSU
 - d. Assist in research and development of projects with the union staff
 - e. Assist in promotion of the services of the union

13. Complete other duties as assigned

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. Computer experience in Microsoft Office and Microsoft Windows
3. Ability to work nights and weekends as needed for projects and events
4. Be energetic, creative, able to work independently and unsupervised, be a quick-learner, flexible (both in work schedule and attitude), sensitive, open-minded, and able to function effectively under unusual stress
5. Working knowledge of student organizations, programming at university level, and experience with working with both small and large groups highly recommended
6. Must have completed a bachelor's degree and be accepted into a graduate program at Missouri State University

Job Notes

- A. Not eligible for other University Employment.
- B. Maximum term of employment is one academic year (two semesters) and possibly one eight-week summer session. The assistantship may be eligible for re-hire for up to one additional year and possibly one additional eight-week summer session.
1. Must enroll for and complete a minimum of six hours of graduate credit (600 level or above).
 2. Enroll for no more than a total of 12 hours per semester.
- C. Average working time of 20 hours per week.
- D. Must maintain a 3.00 GPA on all graduate course work.

To Apply

Submit the following documents to Briar Douglas (BriarDouglas@missouristate.edu)

- Updated resume
- Cover letter (optional)
- Letter of recommendation (optional)

Application deadline is April 9, 2025