

Public Affair Support Graduate Assistant Expectations and Responsibilities

General Description:

The graduate assistant for the Office of Public Affairs Support is part of the office staff. The GA is given specific projects and roles to fill but may be asked to assist with other aspects of the office and programming. All events and activities will be focused on and in support of the university's public affairs mission. The position requires creativity, ability to work with others, Microsoft Office proficiency, social media proficiency, flexibility, ability to follow instructions and a genuine interest in understanding and supporting the public affairs mission. Takes direction from both the director and assistant director of public affairs support. Attendance and assistance at some evening events is required.

Duties/Activities:

The graduate assistant for the Office of Public Affairs Support is part of our office staff. They are given specific projects and roles to fill but may be asked to assist with other aspects of the office and programming.

Some of the activities and events the GA will be involved with:

- Field of Memories display in fall and spring semester.
 - o Includes all aspects of planning, marketing, recruiting and overseeing volunteers, presentation, etc.
- Voter Education and registration
 - o Work with Paws to the Polls
 - o Help register students/faculty/staff
 - o Tabling events
 - o Become a deputy registrar for Greene County
- Assist as requested with multiple Public Affairs events
 - o Public Affairs Conference, US Naturalization Ceremony, Public Affairs Talks and others
- Assist with Public Affairs social media
- Tabling events for Public Affairs
- Add conference sessions to the master calendar

Students available to work during summer school will be preferred.

This is not an exhaustive list! The director and assistant director are always available to answer questions and help you be successful.

To apply, please send your resume, cover letter and contact information to:

Mary Ann Wood, Director
Office of Public Affairs Support
Plaster Student Union 131
maryannwood@missouristate.edu