Student Affairs in Higher Education (SAHE) M.S. Program

Graduate Assistant Position Description

Summary
SAHE Program Graduate Assistant will serve as the liaison between SAHE faculty members and current and prospective students by facilitating daily communication via email, phone, and social media, and by providing academic and administrative support to faculty members within the SAHE program. The SAHE Program Graduate Assistant will gain exposure related to program coordination, marketing and recruitment, curriculum and course development, event planning, student advising, document and graphic design, web writing, copy editing, and research/assessment in student affairs/higher education.

Supervisor
Reports to the SAHE Program Coordinator

Learning Outcomes
As a result of successfully completing this graduate assistantship, students will be able to:

• Understand academic program coordination in student affairs
• Clearly articulate the role and function of student affairs in higher education
• Apply theories related to student development, organizational functioning, leadership and group dynamics to practice in a higher education setting
• Create a variety of visually appealing, strategic marketing and recruitment materials
• Effectively use social media to engage with a variety of audiences
• Successfully plan and implement programs and events that contribute to college student recruitment and retention
• Participate in a variety of assessment and research activities including data collection and analysis
• Demonstrate critical thinking, decision-making, and problem-solving skills in a postsecondary work environment

Essential Functions
Support the SAHE Program Coordinator with a variety of tasks related to the implementation of strategic recruitment and retention initiatives including, but not limited to:

• Assisting with the development of SAHE Program marketing and recruiting materials
• Engaging in regular communication with current and prospective students and faculty
• Assisting with the coordination of all SAHE Program events including New Student Orientation, SAHE Assessment Symposium, Graduate Recruitment Weekend events, and Hooding Ceremony
• Enhancing SAHE social media presence on Twitter, Facebook, YouTube, etc.
• Regularly updating the SAHE website
• Assisting with tasks related to SAHE Program assessment and review
• Providing support to SAHE faculty related to curricular, scholarly, and service activities
• Assisting with special projects as assigned

Required Qualifications
• Acceptance into the Missouri State University Graduate College
• Strong command of various software applications including Blackboard, Microsoft Office, Canva, and Adobe Creative Cloud applications such as Acrobat, Illustrator, and Photoshop
• Experience managing groups and pages on various social media platforms including Facebook, Twitter, YouTube, etc.
• Ability to think critically, solve problems, and make appropriate recommendations
• Advanced written, oral, and interpersonal communication skills
• Strong organizational skills and attention to detail
• Ability to work well independently and provide follow-up without prompting

Preferred Qualifications
• Students in the SAHE M.S. Program, Writing M.A. Program (in the Technical and Professional Writing track), or a closely related program
• Experience with Web Press, or similar web design software

Ideal Candidate
Students interested in pursuing a career as a faculty member in student affairs/higher education may find the faculty-related work duties of this position to be potential building blocks for a graduate, research, and/or teaching assistantship in a doctoral program.

Job Notes
• Not eligible for other University employment
• Maximum term of employment is two academic years (four semesters) and two eight-week summer sessions
• Must enroll for and complete a minimum of six hours of graduate credit (600 level or above)
• Enroll for no more than a total of 12 hours per semester
• Average working time of 20 hours per week
• Must maintain a 3.00 GPA on all course work
• Please send resume, cover letter, and application for graduate assistantship to Dr. Nicole West at NicoleWest@MissouriState.edu