The Office of Institutional Equity and Diversity is looking for a Graduate Assistant for the academic year beginning in the fall semester of 2016.

**Primary Responsibilities:**

- Assist with all activities related to planning the MLK Dinner, providing direct support to the MLK committee co-chairs, and the coordinator of OIED. Update and edit correspondence, publications, marketing material and letters to be sent and mailed in conjunction with planning the Annual Martin Luther King, Jr campus commemoration.
- Monitor the MLK email account to track correspondence related to sponsorships and table requests; respond to emailed questions and/or refer to the appropriate committee member or department. Set up monthly MLK Committee meetings using Doodle.com. Answer phone calls for co-chairs/committee members, potentially rotating offices as needed. Monitor phone calls on the MLK phone line 651-2626 (MLK Dinner contact number). Work with the marketing staff to update MLK website.
- Coordinate arrangements for plant rental, ensure all supplies are ordered and available as needed; provide logistical details in regards to all planning; call/secure past/new sponsorships (internal/external); Monitor ticket sales and sponsorships; Keep records of all sponsorships and ticket sales; Assist with budget transfers for internal sponsorships. Other duties as assigned in support of the planning and execution of all activities related to planning the 2016 MLK Dinner.

**Qualifications needed:** Good communication skills, including writing/speaking. Event-planning experience preferred; and excellent organizational and multi-tasking skills.

**Benefits:** A complete tuition remission is available for Missouri and non-Missouri residents including a stipend of approximately $8,467.20 per academic year.

**Evaluation/Renewal:** This position is renewable for an additional year pending a complete evaluation of candidate performance and duties. Termination or non-renewal of the assistantship may result if specific duties are not accomplished or the candidate receives documented poor performance reviews.

**Application Deadline:** April 15, 2016 (Position open until filled)

**How to Apply:** Please send a cover letter, resume and contact information for at least three (3) professional references via email to:

**Sonia Rucker**  
Coordinator  
Office of Institutional Equity and Diversity  
Office Phone: (573) 651-2524  
srucker@semo.edu