Graduate Assistant for Student Government

Office of Campus Life & Event Services

The Office of Campus Life & Event Services, on behalf of the Student Government Association, is hiring a graduate assistant for the 2016-2017 academic year.

Position Responsibilities:
The Student Government Graduate Assistant is responsible for providing support to a variety of functions for the Student Government Association. This role requires the GA to be on-site for programming/events during some evening and weekend hours.

- Develop a working knowledge of Campus Life & Event Services and Student Government and assist in sharing this information with relevant constituents.
- Maintain daily office hours as scheduled.
- Assist with the management and assessment of the Involvement Ambassador Program.
- Coordinate the recruitment, hiring, training and evaluation of the Involvement Ambassador staff.
- Assist with marketing for outreach and engagement activities, programs and events for students.
- Assist with implementation and ongoing maintenance of a student organization management software program, Orgsync.
- Assist with marketing and publicity for office events and outreach groups
- Others as determined by supervisor

Application deadline: April 29, 2016.

How to Apply: Please send a cover letter, resume and a list of three professional references (including contact information) to:

Michele Irby, Director, Campus Life & Event Services
Southeast Missouri State University
One University Plaza, MS 1250
Cape Girardeau, MO 63701

Email: mirby@semo.edu
Phone: 573-651-5120

Benefits: A complete tuition remission is available for Missouri and Non-Missouri residents including a stipend of approximately $8144.00 for nine months in exchange for approximately 20 hours of professional work per week. This will include some nights and weekends.
**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.

The start date for this position will be the week before fall semester classes for the 2016 academic year.