Graduate Assistant for Student Engagement (Community Service)

Office of Campus Life & Event Services

**Position Description:**
The Graduate Assistant (GA) position is a para-professional role within the Office of Campus Life and Event Services, a department within the Division of Enrollment Management and Student Success at Southeast Missouri State University. The GA is expected to contribute to the development, supervision, and evaluation of volunteer programming for students via both on and off campus opportunities. As a member of the Office of Campus Life and Event Services staff the GA participates in staff meetings and in-service training, and is expected to provide support to both department and University-wide events.

**Position Responsibilities:**
The Graduate Assistant for Student Engagement is responsible for providing support to a variety of functions within the Office of Campus Life and Event Services. This role requires the GA to be on-site for programming/events during some evening and weekend hours.

- Maintain daily office hours as scheduled.
- Assist with the supervision, management, and evaluation of volunteer outreach and resources programs.
- Assist in the coordination, management, and evaluation of days of service including events like Southeast Gives Back, Friends of the Park, Service Fair, etc.
- Aide in the maintenance of volunteer hour records for all organized events.
- Coordinate service projects with student organizations, sports clubs, and Greek organizations, where appropriate.
- Develop and organize a volunteer recognition program.
- Conduct Student Organization Registration Sessions with organization presidents. This would include initial training sessions in August and additional sessions, as needed, throughout the year.
- Assist in publicizing of events and activities via social media.
- Provide support to department, division and University-wide events including:
  - Opening Week
  - Family Weekend and Homecoming
  - Speakers Series
  - Safe Zone
  - Friday Night Leadership, President’s Leadership Academy, Emerging Leaders, and other leadership initiatives
- Others as determined by supervisor

**Compensation:**
The assistantship provides a stipend plus a fee waiver for approved degree plan courses in exchange for approximately 20 hours of professional work per week. Graduate Assistant fee waivers are available for up to 9 credits of graduate level coursework in both the fall and spring semesters and up to 6 credits during the summer semester. Students having an assistantship must be enrolled in a minimum of six credit hours per semester (Fall and Spring). In most instances, the time limit for a student to hold an assistantship is two years.

*If you are interested in applying for this position, please send a cover letter, resume and a list of three references to Michele Irby, Director, Campus Life & Event Services, campuslife@semo.edu, 414 University Center or call 651-2280. Applications are due April 29, 2015.*