

**Graduate Assistantship – Leadership & Programming**  
**University of Central Missouri**  
**Office of Student Activities**  
*Job Description*

**Office of Student Activities Mission Statement**

Provide students intentional opportunities for growth and development through co-curricular experiences.

**Supervision**

This graduate position reports to the Director of Student Activities but the day to day operational report will be under the direction of the Assistant Director of Student Activities dealing with Student Leadership and Development.

**Job Responsibilities**

The primary function of the Graduate Assistant for Leadership & Programming is to help plan, organize, and implement a comprehensive student involvement program designed to enhance the total learning experience for students through leadership activities. They will also work with the Assistant Director in the implementation of large-scale university programs such as Week of Welcome, Family Weekend and Homecoming. This Graduate Assistant should gain experience in advising, programming, student organizations, campus policies, and working with faculty and staff advisors.

1. Co-Advise the Central Leadership Council
2. Assist in planning annual Impact Leadership Retreat including hiring & training student facilitators
3. Evaluate and adapt leadership programs, and establish new programs as necessary to address campus needs
4. Create leadership development programs for student organizations and advisors (Leadership-to-Go)
5. Coordinate the annual Leadership Reception
6. Responsible for maintaining records and organizational plans utilized for programming activities
7. Attend regularly scheduled meetings for affiliated organizations and groups
8. Assist with Week of Welcome planning and implementation
9. Assist with Family Weekend planning and implementation
10. Assist in advising the Homecoming Leadership Committee
11. Assist with coverage of weekend and evening events
12. Assist in daily operation of the Office of Student Activities
13. Perform other duties as assigned

**Compensation Package for Office of Student Activities Graduate Assistants**

- 10 month annual appointments
- \$3,750/semester stipend
- On-campus housing and meal plan
- Tuition waived for up to 20 hours annually (*dependent on area of study*)

- Parking permit

### **Office of Student Activities Graduate Assistant Expectations**

1. Conduct themselves as professional staff members while in the office which includes dress, behavior, and attitude
2. Work as a member of the Student Activities team and offer assistance as needed

### **Outcomes of Office of Student Activities Graduate Assistantship**

1. Develop a professional image and orientation to the field of Student Affairs
2. Develop skills necessary to be a successful Student Affairs professional such:
  - time management
  - event planning and management
  - communication
  - team work
  - advising
  - understanding and implementation of policies
  - professionalism and office etiquette
  - application of theory to practice
3. Understand and develop an appreciation for a “generalist” approach to student activities through working with various staff within the department on cross functional projects

### **Graduate Assistantship Philosophy**

Graduate assistantships in the Office of Student Activities provide a learning laboratory for graduate students. The assistantship is designed to complement the academic experience and allow students to apply what they are learning in the classroom. While each position is unique, all Student Activities Graduate Assistants are expected to support and participate in major Student Activities and Student Experience & Engagement programs. These programs include but are not limited to:

1. Graduate Assistant training
2. Kickoff/Week of Welcome activities
3. Impact Leadership Retreat
4. Family Weekend
5. Homecoming
6. Admissions/Recruitment programs

Because of the nature of the compensation package each Office of Student Activities Graduate Assistant receives, they are expected to work to the completion of their tasks which is a minimum of 20 hours per week.