

**Graduate Assistantship - Social Justice**  
**University of Central Missouri**  
**Office of Student Activities**  
*Job Description*

The Office of Student Activities encourages understanding and appreciation of all aspects of human diversity within the Central Missouri community and engages faculty, staff, students, and surrounding communities to collaboratively address social justice and community issues, as it relates to human diversity.

**Office of Student Activities Mission Statement**

Assess student needs and implement programs and activities that facilitate the learning, growth and development of students and foster leadership, public service, sense of community, social interaction, recreation, physical wellness, and academic success

**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 Social Justice is to help plan, organize, and implement a comprehensive student involvement program designed to enhance the total learning experience for students through social justice activities. This Graduate Assistant should gain experience in advising, programming, student organizations, campus policies, and working with faculty and staff advisors.

1. Promote student involvement through social justice programming
2. Develop, plan, implement, market and evaluate the programming of events as it relates to all aspects of multiculturalism.
3. Plan Unity Week in the spring semester with the assistance of the Social Justice Committee.
4. Collaborate across campus and the community on program such as: Dr. Martin Luther King, Jr. Celebration, Diversity to Go, and Pow Wow
5. Co-advise Campus Programming Board, The Spotlight
6. Supervise at least one Spotlight Executive Board Member
7. Responsible for maintaining records and organizational plans utilized for programming activities
8. Attend regularly scheduled meetings for affiliated organizations and groups
9. Assist in advising the Homecoming Leadership Committee
10. Assist with coverage of weekend and evening events
11. Assist in daily operation of the Office of Student Activities
12. Perform other duties as assigned

**Job Requirements**

As a condition of employment and for the convenience of the University, Graduate Assistants will be required to live on campus in University housing and will be provided a University meal plan to be used on campus at University dining facilities.

### **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 compliment 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. 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.