Graduate Assistantship Volunteer Services
University of Central Missouri
Office of Student Activities
Job Description

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 Volunteer Services.

Job Duties

The primary function of the Graduate Assistant for Volunteer Services is to help plan, organize, and implement a comprehensive student involvement program designed to enhance the total learning experience for students by providing co-curricular activities. This Graduate Assistant should gain experience in volunteer services, advising, programming, student organizations, campus policies, non-traditional students and working with faculty and staff advisors. Due to the nature of this position, the Graduate Assistant will be expected to work a number of evening and weekend hours.

1. Manage and maintain a positive relationship with community partners and volunteers.
2. Promote and advertise Volunteer Services events.
3. Assist with monthly and annual volunteer service activities including, but are not limited to: all service days, volunteer fairs, STUFH, blood drives, Stop & Serve and Volunteer Mo'Monthly.
4. Understand and abide by the policy and procedures on campus for planning events.
5. Serve as the primary advisor for Mo Volunteers (UCM student volunteer organization).
6. Plan and implement a variety of service projects for the UCM campus and surrounding communities.
7. Plan and implement the National Volunteer Week recognition activities.
8. Assist and advise with the service events on the Homecoming Leadership Committee.
9. Implement and maintain the Volunteer Hours Tracking System which includes submitting information for the Experience Transcript.
10. Assist other departments with service-learning related events.
11. Assist in daily operation of the Office of Student Activities.
12. Assist with coverage of weekend and evening events.
13. 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 as University dining facilities.

Compensation Package for Office of Student Activities Graduate Assistants

- 10 month annual appointments
- $3750 / semester
- 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
   - communication
   - team work
   - advising
   - event planning
   - 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 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. Welcome Week activities
3. 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.