Graduate Assistantship for Student Involvement
University of Central Missouri
Office of Campus Activities
Job Description

Office of Campus 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.

Job Duties
The primary function of the Graduate Assistant for Student Involvement 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 advising, programming, student organizations, campus policies, non-traditional students and working with faculty and staff advisors.

1. Assist with the advisement of the Spotlight (campus programming board)
2. Organize online student organization registration
3. Keep student organization records and database updated and accurate
4. Create a weekly electronic student newsletter
5. Assist with maintaining student organization web-site
6. Evaluate student organization policies and procedures
7. Maintain student organization and advisor resources
8. Assist with Orientation/Week of Welcome planning, hiring and implementation
9. Assist with creating student organization and advisor training
10. Assist on the Homecoming Leadership Committee
11. Assist with planning events within the student development area
12. Assist with coverage of weekend and evening events
13. Assist in daily operation of the Office of Campus Activities
14. Perform other duties as assigned

Compensation Package for Office of Campus Activities Graduate Assistants

- 10 month annual appointments
- $7,500 stipend
- Tuition waived for up to 20 hours annually
- Furnished apartment (includes all utilities, local phone service, cable TV, and internet access)
- Meal plan
- Parking permit
Office of Campus Activities Graduate Assistant Expectations

1. Work together with all Campus Activities Graduate Assistants to develop a project each semester. This project will be determined by the professional staff and supervised by the appropriate staff person.
2. Conduct themselves as professional staff members while in the office which includes dress, behavior, and attitude.
3. Work as a member of the Campus Activities team and offer assistance as needed.

Outcomes of Office of Campus 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
   - 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 campus activities through working with various staff within the department on cross functional projects.

Graduate Assistantship Philosophy

Graduate Assistantships in the Office of Campus Activities provide a learning laboratory for students in the College Student Personnel Master’s program. 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 Campus Activities Graduate Assistants are expected to support and participate in major Campus Activities and Student Life 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 Campus Activities Graduate Assistant receives, they are expected to work to the completion of their tasks which is a minimum of 20 hours per week.