



**Graduate Assistantship**  
**University of Central Missouri**  
**The Center**  
*Job Description*

**The Center**

Create a campus atmosphere where people of all backgrounds, identities and perspectives feel welcome, secure and included.

**Supervision**

This graduate assistant position(s) reports to the Director of the Center.

**Job Responsibilities**

The Graduate Assistant (GA) will work directly with The Center under the Office of Student Experience and Engagement to facilitate communication with UCM's student populations. The GA will also serve as an educator, mentor and advocate for students, assist with campus-wide education initiatives and may be asked to serve on various university committees. The primary function of the GA will be to serve as a liaison between the students and the student groups and the UCM administration. This role is essential in supporting The Center's "You Belong Here" community message and the mission statement Redefining What's Possible, while supporting the campus' value of offering students a worldly perspective. Additionally, the GA will be a primary point of contact for students who may be experiencing issues with roommates and other students as well as incidents of perceived intolerance by UCM faculty or staff. This GA position will enhance enrollment, retention and graduation of students.

**Key Responsibilities:**

1. Serve advisor for ABC umbrella student organizations, as a liaison between NPHC chapters and other student organizations, facilitating communication and collaboration.
2. Provide guidance and support to student organization leaders in areas such as event planning, budget management, and organizational development.
3. Assist in the planning and execution of programs and events designed to enhance the student organization experience and promote diversity and inclusion.
4. Coordinate training sessions and workshops for student organization leaders on topics such as leadership development, conflict resolution, and event management.
5. Collaborate with campus partners to support the needs of student organizations under the Center.



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6. Perform other duties as assigned by the supervisor to support the overall mission and goals of the department.

This position requires availability to work flexible hours, including evenings and weekends, to support student events and activities.

### **Compensation Package**

1. The compensation for full-time graduate assistants whose assignment involves 20 hours per week is \$4,950 per semester or \$9,900 for two semesters.
2. The assistantship also includes a scholarship. For a 20 hour per week assistantship, the scholarship covers up to 12 credit hours of tuition and general student fees of graduate-level coursework per semester

### **The Center Graduate Assistant Expectations**

1. Maintain professionalism in office conduct, encompassing attire, conduct, and demeanor.
2. Collaborate effectively within the Center's team, providing support when required.