

Graduate Assistantship – Student Organizations
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 Student Organizations is to help manage student organizations and organize comprehensive programs related to involvement. These programs are designed to enhance the total learning experience for students by providing co-curricular opportunities. This Graduate Assistant should gain experience in advising, programming, leadership development, and assessment.

1. Organize online student organization registration
2. Keep student organization records and database updated and accurate
3. Create a weekly electronic student newsletter
4. Assist with maintaining student organization website
5. Evaluate and maintain student organization policies, procedures and resources
6. Plan involvement fair during week of welcome for all student organization (Fall & Spring)
7. Assist with creating & implementing student organization and advisor training
8. Assist with organization and implementation of bi-annual student funding committee operations
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

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.