

# Dean of Students Office

## Graduate Assistant

**Position Summary:** The Dean of Students Graduate Assistant supports the office's mission of empowering students to achieve personal and academic goals through such duties as program facilitation, creation of and execution of mass communication efforts to the Missouri State student population, management of social media, web management, student engagement and office support.

**Supervisor:** Reports to Associate Vice President for Student Affairs & Dean of Students

### **Tasks and Responsibilities:**

- Work with the Dean of Students Office staff in the development and delivery of Sexual Assault Awareness and Prevention programs, such as the Student Success: Not Anymore on-line course, to the University Community.
- Serve as a member of the Behavioral Intervention Team
  - Fulfill administrative tasks pertaining to the Behavioral Intervention Team
  - Meet with students who might be in crisis or need additional university resources
- Serve as a member of the Bias Response Team
  - Fulfill administrative tasks pertaining to the Bias Response Team
- Communication and collaboration with various campus office(s) and resources.
- Work in collaboration with the Office of Student Conduct.
- Communicate closely with targeted audiences such as residential communities, fraternities and sororities, athletics, and student organizations.
- Develop clear and meaningful programs addressing barriers to student success for dissemination and presentation throughout campus.
- Assist with the planning and implementation of the Impact Summit.
- Manage and create regular content for social media platforms.
- Manage Dean of Students Office website.
- Provide administrative coverage for the Dean of Students Office, as needed.
- Serve on university committees as asked.
- Other duties as assigned by the Dean of Students.

[Joint NASPA/ACPA competencies](#) this assistantship will include: Student Learning and Development, Assessment/Evaluation/Research, Ethics, Legal Foundations, Advising and Helping, and Leadership & Management/Administration.

### **Qualifications:**

- Bachelor's degree.
- Acceptance into the Missouri State University Graduate College.
- Acceptance into the Missouri State University Student Affairs in Higher Education Program

**Skills Necessary:**

- Excellent communication and organizational skills.
- Experience planning and presenting educational programs/campaigns
- Proficient in web production and editing.
- Ethical leadership skills are required.
- Personal integrity is required.

**Application Requirements:** Applicants need to supply a resume, cover letter and two-character reference letters to the interview coordinators for the Graduate Recruitment Weekend

**Working Hours:** 20 hours per week during Fall and Spring Semesters when classes are in session. The GA will work the week preceding the start of each semester but will not work during the weeks of final exams. This is a two-year appointment.

**Starting Stipend:** Commensurate with the Graduate College Graduate Assistant expectations including a tuition waiver.