

# Graduate Assistant for Programs (Spirit Emphasis) - Office of Student Engagement

## Position Summary

Serve as advisor to the Student Homecoming Committee and co-advise the Traditions Council and committees. Guide students in planning, researching, implementing and evaluating a comprehensive Homecoming program schedule and game day experiences for students. This position will advise students who work with spirit and traditions programs throughout the Office of Student Engagement including pep rallies, student organization tailgating, specialty programs, and other opportunities for engagement. This position will be expected to attend all Homecoming activities and meetings, as well as, Traditions Council meetings, retreats and others. This position is also a team member in the Office of Student Engagement (OSE) and the Plaster Student Union (PSU).

## Spirit and Traditions Graduate Assistant Learning Outcomes

As a result of this assistantship, the graduate will:

- Increase personal confidence while making well-informed, ethical decisions in advising.
- Teach and lead leadership development and training practices.
- Implement student development theory into practice.
- Communicate student union/engagement philosophy.

## Supervisor

Reports to the Assistant Director of Student Engagement for Programming.

## Essential Functions

### A. Advise Traditions Council and Homecoming Committee

1. Assist the Assistant Director of Engagement with the advisement of the Traditions Council (Executive Board and student volunteers / committee members) which includes providing program and organization advisement.
2. Act as advisor for the Homecoming Committee through the promotion of positive risk management, fiscal responsibility, program development and assessment.
3. Develop, implement, and facilitate programs that address leadership and skill development for the members and leaders.
4. Assist with recruitment, selection, training and evaluation of student volunteers and leaders.
5. Ensure ethical standards are maintained and all university policies and procedures are enforced.
6. Advise and facilitate Traditions Council programming at athletic events and Homecoming events, meetings and events as negotiated, including some evenings, weekends and holidays.
7. Participate in ongoing evaluation of Homecoming and Traditions Council events.
8. Meet in one-on-one setting with chairs for purposes of supervision and evaluation.

### B. Work with the Office of Student Engagement

1. Actively participate in the initiation, development, implementation, and evaluation of procedures and processes of Office of Student Engagement.
2. Act as a consultant and resource person to student groups on campus.
3. Promote the value of co-curricular activities to the university community through presentations and information booths.
4. Research in the area of student organization development.
5. Encourage students to incorporate the ideas of personal responsibility and cultural understanding and acceptance.
6. Become knowledgeable in area of budget preparation and maintenance.
7. Become knowledgeable on the practices of the Office of Student Engagement.
8. Participate as a member of the Office of Student Engagement professional staff, attending staff meetings, workshops and events.

9. Provide support during times of high programming demands, including but not limited to, Welcome Week, Bear Bash, Homecoming, Winter Week, Greek Week and May Day.

C. General Plaster Student Union responsibilities

1. Participates as a member of the PSU professional staff by attending administrative staff meetings, workshops and events.
2. Assist in goal and strengths development for the PSU.
3. Assist in research and development of projects with union staff.
4. Assist in promotion of services of the union.

### **Academic Requirements**

It is expected that the individual will pursue a graduate degree at Missouri State University, on a full or part-time basis (6-9 credit hours). It is recommended that the individual enroll in a Master's program in Student Affairs. For specific information regarding admission requirements of Missouri State graduate programs, refer to our home page: <http://graduate.missouristate.edu/>.

### **Qualifications**

Experience and interest in pursuing a career in the student affairs field is highly preferred. Applicant must have completed a Bachelor's Degree and be accepted into a graduate program at Missouri State University for Fall 2014.

1. Not eligible for other University Employment. Maximum term of employment is two academic years (four semesters) and two eight-week summer sessions. Must enroll for and complete a minimum of six hours of graduate credit (600 level or above). Enroll for no more than a total of 12 hours per semester.
2. Computer experience preferred (PC).
3. Be energetic, creative, able to work independently and unsupervised. Be a quick-learner, flexible (both in work schedule and attitude), sensitive and open-minded. Be able to function effectively under unusual stress.
4. Possess strong written and verbal communication and organizational skills, as well as the ability to relate to and interact with students, members of the University community and off-campus professionals.
5. Possess a working knowledge of student activities organizations, activity programming experience at the university level, and experience working with both small and large groups highly recommended.
6. Work an average working time of 20 hours per week.
7. Maintain a 3.00 GPA on all graduate course work.
8. Report to work one week prior to the beginning of fall semester and one week prior to the beginning of the spring semester.
9. Possess ability and willingness to drive university vehicle when job warrants it.
10. Event/programming experience is preferred.