

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 Assistant Vice President for Student Affairs & Dean of Students & Coordinator, Student Care & Support

Tasks and Responsibilities:

- Serve as a case manager and member of the Behavioral Intervention Team
 - Fulfill administrative tasks pertaining to the Behavioral Intervention Team.
 - Conduct outreach to students to assess needs, provide support, and facilitate connection to campus and community resources.
 - Review, assess, and triage incoming BIT reports regarding students exhibiting concerning, disruptive, or at-risk behaviors.
 - Coordinate with university partners including the Counseling Center, Residence Life, Academic Affairs, Student Conduct and University Safety.
 - Maintain accurate and timely documentation of all case activity within Maxient or related case management software.
 - Present cases during weekly BIT meetings and contribute to multidisciplinary decision-making and threat assessment discussions.
 - Assist in data tracking, trend analysis, and assessment of BIT outcomes and impact on student success.
- Manage and create regular content for social media platforms & 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

Qualifications:

- Bachelor's degree.
- Acceptance into the Missouri State University Graduate College and met all university requirements to serve as a graduate assistant

Skills Necessary:

- Possess excellent communication, ethical leadership, personal integrity, and organizational skills
- Possess strong written and verbal communication skills
- Ability to relate to and interact with students, faculty, staff, and community members
- Experience in planning and presenting educational programs/campaigns
- Ability to work independently while also able to be a problem solver

Application Requirements: Applicants need to supply a resume, references, and cover letter to deanofstudentsoffice@missouristate.edu.

Working Hours: 20 hours per week during Fall and Spring Semesters when classes are in session. Assistantships begin the week prior to classes and continue through Commencement.

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