

Office of Student Engagement: Leadership Graduate Assistant

Summary

The graduate assistant for leadership is responsible for coordinating, marketing, and assessing three leadership programs hosted by the Office of Student Engagement. This position is also a team member in the Office of Student Engagement (OSE) and the Plaster Student Union (PSU) and should plan to attend meetings and events as needed by each area of responsibility.

Supervisor

Reports to the Associate Director of Student Engagement

Learning Outcomes

- As a result of this assistantship, the graduate will:
- Implement student development theory into practice
- Develop critical thinking, decision-making, and problem-solving skills while working with students in leadership programs.
- Develop advising skills with individuals and groups of students
- Work with event coordination in all aspects of program preparation regarding assigned advising areas
- Learn techniques and methods of assessing/ evaluating, designing, and implementing interventions with individuals, groups, and organizations
- Develop relationships with students and professionals from a variety of different backgrounds and lifestyles

Essential Functions

- Plan events for 2nd year Centennial Leaders
- Oversee the Centennial Leader Awards Banquet each Fall
- Lead the interview process for Centennial Leader facilitators and Emerging Leaders facilitators including organizing interview, marketing the opportunity, and organizing all materials
- Create and implement training for Centennial Leader facilitators and Emerging Leaders facilitators
- Work with faculty and staff contacts to broaden the reach of applicants for all Leadership programs
- Help promote leadership and involvement opportunities to all students
- Create all assessment for Emerging Leaders, Centennial Leaders, and the Distinction in Public Affairs Program and review program effectiveness
- Review all program curriculum each semester with the Associate Director and Leadership Student Specialist
- Plan 3 overnight retreats including contracts, logistics, and collecting supplies.
- Provide marketing content for MO State Lead programs on social media and visually across campus

- Assist in the planning of Sample Springfield, an event that raises funding for the leadership programs each year.
- Conduct one on one meetings with Centennial Leader Scholarship recipients and approve educational events and service hours.
- Coordinate the annual Behind the Scenes Day event for Centennial Leader Scholarship students.
- Promote the value of co-curricular activities to the university community through presentations and information booths.
- Facilitate Start Smart Workshops once a semester on pay negotiation in collaboration with Athletics and the Career Center.
- Plaster Student Union (PSU) and Office of Student Engagement (OSE) responsibilities
 - Participates as an active member of the PSU & OSE professional staff, attending administrative staff meetings, workshops, and events
 - Become knowledgeable of PSU and OSE practices
 - Assist in goal and strength development for the PSU
 - Assist in research and development of projects with the union staff
 - Assist in promotion of the services of the union
- Graduate Assistant will adhere to appropriate work attire (professional or business casual) and causal/bear wear on bear spirit days (Fridays).

Required Qualifications

- 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
- Computer experience in Microsoft Office and Microsoft Windows
- Ability to work nights and weekends as needed for projects and events
- Be energetic, creative, able to work independently and unsupervised, be a quick-learner, flexible (both in work schedule and attitude), sensitive, open-minded, and able to function effectively under unusual stress
- Working knowledge of student organizations, programming at university level, and experience with working with both small and large groups highly recommended
- Must have completed a Bachelor's Degree and be accepted into a graduate program at Missouri State University

Job Notes

- 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
- Average working time of 20 hours per week
- Must maintain a 3.00 GPA on all course work
- Please send resume, cover letter and graduate assistant application to Tara Benson, TBenson@missouristate.edu