

Graduate Assistantship – Mo’s Activities Council
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 Mo’s Activities Council is to help advise the student programming board and supervise related programming. This Graduate Assistant should gain experience in advising, programming, leadership development, and assessment.

1. Co-advise the campus programming board, Mo’s Activities Council
2. Supervise at least four members of the Mo’s Activities Council Executive Board
3. Hold weekly one-on-one meetings with assigned executive members
4. Plan, implement and facilitate semester retreats and ongoing training opportunities for executive members.
5. Maintain records and organizational plans utilized for programming activities
6. Design and utilize assessment tools for assessing programming
7. Assist in advising the Homecoming Leadership Committee
8. Attend regularly scheduled meetings for affiliated organizations and groups
9. Assist with planning additional events within the student development area
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.