



## University of Missouri – St. Louis | Student Involvement

<b>Title of Position:</b>	Student Organizations Graduate Assistant
<b>Contact:</b>	Jessica Long-Pease Director of Millennium Student Center & Student Involvement longjessi@umsl.edu
<b>Number of Positions available:</b>	1
<b>Contract Length:</b>	One semester contract with option to renew
<b>Average Number of Hours per Week:</b>	20
<b>Position Requirements:</b>	May require work on weekends and evenings
<b>Salary:</b>	\$800 per month
<b>Additional Benefits:</b>	Commuter Meal Plan

### Position Description:

- Assist in the overall administration of student organizations, which includes the following: registrations, advising, publications, training and other support resources, as well as tracking data regarding student organizations
- Oversee the administration of MyEngage, the online student organization management platform
- Participate in the ongoing development and implementation of training and resources that meet the needs of various audiences, including current student organizations, new student organizations, student employees, and others
- Plan and support Involvement Expos and support initiatives to connect every UMSL student to involvement opportunities during their time in college through implementation of campus-wide programs including co-curricular pathways, leadership badging, and the co-curricular transcript
- Develop plans to market, promote, and publicize campus programs and the Office of Student Involvement including maintenance and updating of various social media tools, creating content for the student organization leader newsletter, and developing timelines/streams with relevant and current information
- Connect with and serve as a resource for involved students regarding opportunities for training and leadership development, including assisting officers in identifying group needs and making referrals for training programs and resources
- Participate in strategic planning of office initiatives and provide assistance in the implementation of assessment methods to measure achievements in meeting the defined learning outcomes at the departmental and divisional level
- Manage administrative tasks related to the position, including scheduling programs and student meetings, evaluation and assessment of programs, and tracking data regarding program participation
- Coordinate reports detailing event attendance, budget, and assessment outcomes to be given to the appropriate coordinator and the Director of OSI
- Understand and enforce University policies and procedures in relation to campus programming and student organization activities/events
- Attend Office of Student Involvement and Division of Student Affairs meetings, programs, and professional development opportunities as assigned by supervisor
- Work collaboratively with staff in the Office of Student Involvement and the Division of Student Affairs
- This list of duties, tasks, and responsibilities is not all-inclusive and other duties may be assigned.

**Required Qualifications:**

1. Bachelor's degree
2. Candidates should have at least two years previous experience in student affairs, student activities, or leadership development.