

## Graduate Assistant Assistant Coordinator of Leadership Development and Programming

**Supervisor:** Coordinator of Leadership Development and Programming

**Hours:** Twenty (20) hours/week; exceptions may be made during times of the year when additional hours, nights, and weekends may be required.

**General Function:** The graduate assistant (GA) is a part of the professional staff that implements the mission of the Department and the Division of Student Affairs. In addition to skills learned in the classroom, the graduate assistant will participate in out-of-classroom experiences that will enhance skills used in careers after graduation.

**Minimum Qualifications:**

- **Education:** Must be enrolled in a graduate program and maintain a 3.00 GPA, must also have a 3.00 GPA for undergraduate degree or at least the last 60 hours of program. Preference given to candidates who will enroll in the Student Affairs in Higher Education program.
- **Experience:** Experience in residence hall living and educational programming is required. Experience as a resident assistant (or similar position) is preferred.
- **Skills:** Skills in oral and written communication and leadership are required. Skills in management and supervision are preferred.

**Departmental Responsibilities:**

- Effectively communicates (written and verbal contact) with others within and outside the Department.
- Participates and assists in preparation of training activities.
- Provides support and assistance to Departmental initiatives, processes, emergencies, and events.
- Effectively collaborates with colleagues.
- Actively supports student learning, student success, and personal development.
- Supervises student staff members – includes recruitment, selection, and evaluation of students.
- Promotes a safe and well-maintained living environment where students are held accountable.
- Completes administrative tasks – includes creating agendas, compiling meeting minutes, writing reports, purchasing items, preparing and overseeing budgets, etc.
- Serves on Departmental committees.
- Responds to and enforces violations of Residence Life and University policies.
- Displays professionalism and models appropriate behavior – includes mentoring and coaching of others.
- Remains competent and current through professional development.
- Supports the overall operation of the Department and contributes to accomplishment of its mission and goals.
- Represents Residence Life and/or Student Affairs at various University events.
- Serves in an on-call rotation with some holiday coverage.
- Performs other duties as assigned by the supervisor.

**Specific Area Responsibilities:** The Assistant Coordinator of Leadership Development and Programming works closely with the Coordinator to foster leadership opportunities within the residence halls through co-advising the Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH), managing the Programming Resource Center (PRC), preparing for and attending student leadership conferences, and coordinating special events.

**Remuneration:** This is a ten-month position with a stipend of \$1,088 per month and a 15-hour tuition waiver per semester. Housing for ten months is provided as well as a meal plan when dining services are in operation. Professional Development funds available.

**How to Apply | First Date of Consideration is December 15, 2023**

- **Apply Directly to the Department:** submit a letter of interest; resume; unofficial copy of transcript(s); and names, addresses, phone numbers and e-mail address of three professional references (including current, direct supervisor) to: Ivy Schluterman | Assistant Director, Residence Life, Housing and Dining Services | Missouri State University | 901 South National | Springfield, MO 65897 | (417) 836-8839 | [IvySchluterman@missouristate.edu](mailto:IvySchluterman@missouristate.edu)