**Graduate Assistant for the Child Welfare IV-E Program**   
Southwest Minnesota State University

**Educational Objectives**

**Position Overview:** The Graduate Assistant (GA) for the SMSU IV E Stipend Program will play a pivotal role in advancing the child welfare program. This program is a federal-state grant program that supports students who are going to be working with children wo are in out of home care due to abuse, neglect or other family circumstances. This program provides financial, support, training and resources to individuals who commit to working in child welfare after graduation. The program would like to build opportunities through experiential learning. This position is integral to maintaining and expanding the programs’ initiatives and strengthening its network of students, faculty, alumni, and partners.

**Educational Objectives:**

1. **Administrative Proficiency:**
   * Develop skills in organizing and managing paperwork to ensure timely and accurate payments.
   * Learn to maintain accurate records and documentation, enhancing attention to detail and organizational abilities.
2. **Event Coordination:**
   * Take the lead on planning and organizing experiential learning and speaker series events.
   * Understand the logistics involved in event coordination, including scheduling, communication, and stakeholder management.
3. **Understanding Title IV-E Program Requirements:**
   * Acquire comprehensive knowledge about the Title IV-E stipend program, including its objectives, requirements, and benefits.
   * Learn to support students and faculty in navigating the program’s processes and requirements.
4. **Effective Communication:**
   * Develop strong communication skills for interacting with students, faculty, and external stakeholders.
   * Learn to provide clear and concise information and updates, enhancing interpersonal abilities.
5. **Team Collaboration:**
   * Foster teamwork and collaboration by working closely with faculty, staff, and students.
   * Understand the importance of collaborative efforts in achieving program goals and organizing successful events.
6. **Problem-Solving and Initiative:**
   * Enhance problem-solving skills by identifying and addressing issues proactively.
   * Demonstrate creativity and resourcefulness in finding solutions and improving processes.
7. **Professional Development:**
   * Maintain a professional demeanor and appearance, adhering to university policies and procedures.
   * Develop reliability and dependability in completing assigned tasks, preparing for future professional roles.

**Salary & Appointment**  
Position appointed on an annual basis for August-May. Annual stipend of $8,000 paid on a bi-weekly basis and a tuition waiver for SMSU graduate classes.

**Qualifications**

Currently enrolled in a graduate program at Southwest Minnesota State University

Strong organizational and time management skills

Excellent communication and interpersonal abilities

Experience in event planning or administrative roles is a plus

Ability to work independently and as part of a team

**Responsibilities**

Assist in planning and organizing experiential learning and speaker series events

Collaborate with faculty and staff to coordinate event logistics

Maintain accurate records and documentation

Provide administrative support as needed

**Duties with Stakeholders**

1. Students: Assist students enrolled in the Title IV-E stipend program by providing administrative support and guidance.
2. Faculty and staff: Collaborate with faculty and staff to ensure the smooth operation of the program and

successful event planning.

1. External Stakeholders: Engage with external stakeholders, including guest speakers and community partners, to facilitate experiential learning opportunities.

**Supervision**  
1. Direct Supervisor: The Graduate Assistant will report directly to the Title IV-E Program Coordinator with in the Social Work Program, who will provide duidance and oversight for all duties and responsibilities.

2. Regular Check-ins: participate in regular check-ins and meetings with the supervisor to discuss progress, address challenges, and receive feedback.

**Application information**Send letter of application, resume, and the names and contact information of three (3) professional references.

**Apply to**  
Interested candidates should submit their resume and cover letter detailing their qualifications and interest in the position to Amber Kinner-Alahakoon. Applications will be reviewed on a rolling basis until the position is filled.

Amber Kinner-Alahakoon

Child Welfare IVE Coordinator

Social Sciences

Southwest Minnesota State University

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**University/Community**Southwest Minnesota State University is one of seven universities in the Minnesota State Colleges and Universities system. SMSU gives highest priority to excellence in teaching and preparing students to be lifelong learners through quality undergraduate teaching/advising and close student/faculty relationships. Its mission, dating back to 1967, provides access to university-level programs in liberal arts & professional studies. The University has a special commitment to the educational needs of the people in its service region reflected through its curricula, cultural programs, diversity of staff and students, cooperative relationships with the public and private sectors, and regional institutions. The 216-acre campus encompasses 24 modern, interconnected, and accessible buildings. Marshall (pop. 13,000) is the hub of a rich agricultural area and offers a variety of cultural, recreational and educational opportunities.