SMSU Center for Civic Engagement Graduate Assistant Job Description

March 2025

(Time Commitment: 14 hours/week)

# Responsibilities of Graduate Assistant:

The Graduate Assistant working with the SMSU Center for Civic & Community Engagement will be responsible for the following:

* Help with planning of Mustangs Give: SMSU Day of Service
* Assist with Mustangs Vote, SMSU’s Voter Engagement Initiative
* Help students, faculty and staff with needs related to learning more about local, national, and international service opportunities (volunteer and service-learning opportunities)
* Assist with data collection and analysis of outcomes of service-learning courses
* Assist with data collection and analysis of civic engagement data related to service/civic engagement activities in the following areas of campus: Student Activities, Residence Life, and Athletics
* Assist with presentations to classes, clubs and organizations
* Represent the Center at recruitment events sponsored by the Admissions Office
* Attend weekly staff meetings
* Attend Center for Civic & Community Engagement Advisory Committee meetings
* Special projects as assigned

# Clientele:

* Students, prospective students, alumni, community members and SMSU faculty, staff, administrators

# Brief Description of Orientation and Training provide by agency:

The beginning of the Graduate Assistantship will focus on orientation and training to the office, procedures and services.

# Application Process for Graduate Assistant Position

Interested individuals should complete the SMSU Graduate Assistantship application form found online and send a resume, cover letter and three names of reference to: Melissa Scholten at [melissa.scholten@smsu.edu](mailto:melissa.scholten@smsu.edu) or (in-person) BA156.