

Graduate Assistant Student Center Operations

Educational Objectives

To provide the graduate student with practical experience in the development and administration of a well-rounded Student Center operation. Emphasis will be in the areas of budget management, facilities management, staff development and supervision, safety and security management, and academic initiatives.

Specific Responsibilities

- Work with the Assistant Director of Student Center Operations to provide comprehensive and innovative leadership advisement, supervision, and evaluation of student paraprofessional staff.
- Support the Assistant Director with coordination and management of Centers' event management staff.
- Assist in the overall delivery of daily Student Center operations and services.
- Assist in the overall facilities management of the Student and Conference Centers.
- Serve as a member of the on-call emergency team for The Centers on a rotating basis to be available to staff and residents beyond scheduled duty times.
- Serve on various departmental and university committees as requested.
- Work with special projects as assigned by the Assistant Director of SC Operations.

Appointment

Start of Fall Semester to Spring Commencement. Average of twenty five (25) hours per week. Additional summer employment opportunity is also available if agreed by both parties. Assistantship can continue into second year if all parties are interested.

Compensation

A stipend of \$8,000 per year. (An additional stipend is provided for work over the summer.) Tuition waiver up to 18 graduate credits per calendar year.

Supervision

Assistant Director of Student Center Operations provides advising and training.

Qualifications

Bachelor's Degree from an accredited institution and admission to the MBA program at Southwest Minnesota State University are required. Significant experience with student organizations, leadership development and programming preferred. Excellent oral and written communication skills also required.

The Centers @ SMSU
Telephone (507) 537-7330 • FAX (507) 537-6809
1501 State Street, Marshall MN 56258-1598 • www.SMSU.edu