

Graduate Assistant Mustang Card Program

Educational Objectives

Provide the graduate student with practical experience in the development, promotion and administration of a well-rounded One Card program. Emphasis will be in the areas of budget management, operational logistics and technical support liaison, staff development and supervision, vendor recruitment and service, safety and security management, and academic initiatives.

Specific Responsibilities

- Work as a member of the Mustang Card Center Administrative Team to provide comprehensive and innovative leadership advisement, supervision, and evaluation of student paraprofessional staff.
- Oversee logistical operations of the Mustang Card Office, including coordination of equipment and network support needs.
- Support marketing efforts to promote use of Mustang Money program by students, faculty and staff.
- Encourage vendors on and off campus to accept the Mustang Card and provide discount incentives for its use at their establishments.
- Assist in the overall delivery of daily Mustang Card services.
- Serve on various departmental and university committees as requested.
- Work with special projects related to the Mustang Card program as assigned by supervisor.

Appointment

May 14, 2012 to May 10, 2013. Average of twenty five (25) hours per week. Summer 2013 employment opportunity may be available if agreed by both parties.

Compensation

Tuition waiver up to 18 graduate credits per 12-month academic year plus a stipend of \$4,000 per semester. (An additional \$2,000 stipend is provided for work over the summer.)

Supervision

Mustang Card Center Coordinator will provide advising and training.

Qualifications

Bachelor's Degree from an accredited institution and admission to the MBA program at Southwest Minnesota State University is required. A degree in Business Management, Marketing, Accounting, or Information Management and actual experience with business operations, leadership development and computer proficiency is preferred. Excellent oral and written communication skills also required.

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