

Graduate Assistant Student Center Programming

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.
- Oversee the Live @ The Centers program.
- Support the Assistant Director with coordination and management of Centers' programming needs.
- Assist in the overall delivery of daily Student Center programs.
- Work at least 25 hours per week in the Mustang Zone and Administrative offices .
- 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

Beginning of Fall Semester to Spring Commencement. Average of twenty five (25) hours per week. Assistantship can continue into second year if all parties are interested.

Compensation

A stipend of \$8,000 per year.

Supervision

Assistant Director of Student Center Operations provides advising and training.

Qualifications

Bachelor's Degree from an accredited institution and admission to a master's 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
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