



DEEANN GRIEBEL
STUDENT SUCCESS CENTER

Educational Objectives

The Graduate Assistant position within the Deeann Griebel Student Success Center will assist with student success initiatives and retention efforts of SMSU students.

Salary & Appointment

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

Qualifications

Must be admitted and enrolled in a master's degree program at SMSU.

Must maintain a GPA of 3.0 or above.

Motivated individual with a positive attitude.

Must be able to work independently and with a team.

Must have demonstrated excellent interpersonal and organizational skills.

Responsibilities

- Assist in the daily operations of the Student Success Center including emails, calling campaigns, and mailings to students, faculty, and staff.
- Assist in the promotion of the Student Success Center during visit days, registration programming, student development training, and other events.
- Collaborate with the Student Success Center staff members to develop, plan and implement annual programming to assist with student success i.e. Mustang Success Night, Finish Strong Week, etc.
- Assist with at-risk student intervention meetings and make necessary referrals to support services as well as follow up with faculty/staff who reported the alert to provide intervention information and results.
- Assist with the Mustang Market (SMSU's food & resource pantry). Duties include stocking product in preparation for the market, assisting during market days, completing product inventory and survey assessment, maintaining cleanliness of the market space, and assisting with communication related to the market.
- Support Accessibility Services, as needed. Duties include general administrative work, proctoring exams, and representing Accessibility Services at University functions when the Coordinator of Accessibility Services is unavailable.
- Oversee, update, and distribute monthly "Mustang Connections" newsletter for first-year guardians/parents.
- Oversee the Student Success Center's social media platform, outreach calendar, and content on Instagram.

- Assist with and/or develop other retention initiatives as needed or assigned *i.e. researching best practices, conducting classroom presentations on DGSSC services etc.*
- Collaborate and update annual “Resource Guide for Mustang Success” to ensure students have access to the most current information to assist with their success.
- Other duties as assigned.

Clientele

Current SMSU students, faculty, staff, and administrators. Members of the Marshall community.

Supervision

The Director of Student Success and Coordinator of Accessibility Services will provide training and co-supervision.

Application Information

Send letter of application, resume, unofficial transcript(s) and contact information of three (3) professional references.

Apply to

Brittany Krull – Director of Student Success
Southwest Minnesota State University
1501 State Street, IL 224B
Marshall, MN 56258

Inquires about the position may be directed to the Director of Student Success at 507.537.7290 or Brittany.Krull@SMSU.edu.

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 services 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.