



Graduate Assistantship Position Description

JOB TITLE: Graduate Assistant for Philanthropic and Service Programs

DATES OF APPOINTMENT: 2024-2026

REPORTS TO: Jordain Lang, Assistant Director of Student Activities
Dugan Walker, Assistant Director of Student Organization Management

DEPARTMENT: The Gertrude C. Ford Ole Miss Student Union

DIRECTOR OF DEPARTMENT: Bradley Baker

JOB SUMMARY

Working as a member of the Ole Miss Student Union team, the Graduate Assistant for Philanthropic and Service Programs will serve as graduate advisor to the Dance Marathon (RebelTHON) and the Ole Miss Big Event day of service organization. In this role, the graduate assistant will create professional and leadership development opportunities for undergraduate students, supervise programming, and provide daily support to executive team members and other members as necessary. The graduate assistant will have the opportunity to work directly with student leaders and university administrators to continue to improve the quality of student involvement and leadership development on campus.

Applicants must possess a Bachelor's Degree and must be in one of the following graduate programs at The University of Mississippi: higher education, counselor education, or other related fields. Applicants must also be in or have also demonstrated successful and significant involvement in student activities.

Candidates should demonstrate excellent communication and interpersonal skills, as well as a capacity to lead. Candidates must be able to connect with students from various backgrounds and identities, and promote an inclusive environment for student development. Graduate assistants will work 20 hours per week, including some night and weekend hours.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Participate as a staff member in the Ole Miss Student Union and assist in the overall operation of the department (attend weekly staff meetings)
- Attends weekly organization meetings as designated
- Provides support and supervision to the executive teams for both RebelTHON and the Big Event
- Oversees all programming delivered by RebelTHON and the Big Event
- Coordinates officer selection and transition for both RebelTHON and the Big Event
- Creates and facilitates professional and leadership development opportunities delivered in workshop and retreat-style formats

OTHER FUNCTIONS AND RESPONSIBILITIES

- Represent the Ole Miss Student Union at various university functions
- Assist and collaborate on special projects in the Division of Student Affairs
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Education: Bachelor's degree from an accredited college or university
- Accepted by the University of Mississippi Graduate School and enrolled at the University by the time employment begins. The incumbent should be able to demonstrate superior written, verbal, organizational, and interpersonal skills

PREFERRED QUALIFICATIONS

- Experience in fundraising and leading philanthropic initiatives
- Experience in service learning and community-based programs

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Physical Requirements: Common activities such as bending, lifting, walking, sitting, turning, repetitive motion, and environmental conditions to the extent that the pre-employment physical examination (if required) can determine whether the person is physically fit to perform the duties without injuring themselves or others.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION/BENEFITS

The assistantship is from the first day of the fall semester in August to the Friday before Graduation in May. The graduate assistantship includes a full tuition waiver (non-resident included) and a monthly stipend of \$1,375.00 (total academic year stipend of \$12,375). Employment is for 20 hours per week. Hours may fluctuate with programming schedules; appropriate compensatory time will be afforded to graduate assistants after discussion with supervisors. There is an opportunity for student employment within the department at the end of the fall, spring and summer semesters (the time in which the assistantship is not covered).