



Graduate Assistantship Position Description

JOB TITLE: Graduate Assistant for Student Engagement and Programming

DATES OF APPOINTMENT: 2024-2026

REPORTS TO: Jordain Lang, Assistant Director of Student Activities

DEPARTMENT: The Gertrude C. Ford Ole Miss Student Union

DIRECTOR OF DEPARTMENT: Bradley Baker

JOB SUMMARY

Working as a member of the Gertrude C. Ford Ole Miss Student Union team, the Graduate Assistant for Student Engagement and Programming will serve as the graduate advisor to the Student Activities Association and assist with campus-wide programming, student engagement initiatives, student organization management, assessment tools for student activities and departmental events, and general office operation. The graduate assistant will have the opportunity to work directly with student leaders and University administrators to continue to improve the quality and quantity of student activities and programming on campus.

Candidates must show initiative, have a conscientious attitude, be highly organized, and have excellent communication skills. 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.

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.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Participate as a staff member in the Gertrude C. Ford Ole Miss Student Union department and assist in the overall operation of the department;
- Attend the weekly Student Activities Association (SAA) Executive Council meetings and the monthly SAA Committee meetings;
- Meet regularly with Assistant Director of Student Activities;
- Work directly with and advise the Student Activities Association;
- Assist in the execution of all events sponsored by the Student Activities Association (developing, planning, budgeting, marketing and promotion of events; on-site supervision and compliance with policies and assist in problem resolution);
- Meet weekly with each group of SAA Student Co-Directors;
- Be present at all SAA events;
 - Examples of SAA Events and Programs: Welcome Week, Homecoming Week, Landshark Week, Miss University Competition, Parade of Beauties Pageant, Hotty Toddy Holidays, Ole

Miss Idol, Movie Series, Rebel Run, major concert(s) and SAA Unplugged, and other sponsored programs and services;

- Assist with the coordination, preparation, distribution of advertising and promotional materials;
- Assist in the coordination of the SAA officer and committee retreats and workshops;
- Assist in the transition and selection of the Executive Council and Committees
- Conduct assessments and analysis of programs sponsored by the Student Activities Association

OTHER FUNCTIONS AND RESPONSIBILITIES

- Assist and collaborate on special projects in the Division of Student Affairs;
- Represent the Ole Miss Student Union at various university functions;
- 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 with student programming, or related student organization and engagement programs
- Experience in student leadership programming including but not limited to: student government, programming board, LeaderShape, orientation leaders, campus ambassadors, other leadership development opportunities

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

These physical requirements are not exhaustive, and additional job-related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

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).