IMPORTANT NOTE: To be eligible for this opportunity, you must be accepted into a MSU graduate program. You may apply before you are accepted, however, securing a position is contingent on successful admission for Fall.

Department Name: MSU Office of Student Engagement (OSE)
Position: Graduate Teaching Assistant (TA)
Number of Positions Open: 1

Department Description
The Office of Student Engagement (OSE) provides and facilitates student engagement opportunities for MSU students through a variety of programs, events, services, and activities. We are THE HUB for students interested in connecting with their fellow Bobcats through student government, student organizations, programs and events, and engaging in service to the community. OSE is in the Division of Student Success and is located in the student union.

www.montana.edu/engagement

Description of Opportunity

Position duration
• This position is for 19 hours/week for 10 months (AY), August 1-May 31.

Roles and responsibilities
This positions’ main responsibility is to support the 260+ registered student organizations. However, if other areas of the Office of Student Engagement are of interest to the candidate to gain experience and skills, OSE can be flexible.

A. Student Organization Leadership Development:
   a. Coordinate and manage student organization incentive program.
   b. Assist in planning and implementation of annual Student Organization Leadership Conference in the fall.
   c. Plan and implement monthly student organization leader and advisor trainings.
   d. Develop a program to “onboard” new student organizations that form.
   e. Manage annual student organization awards program.
B. Communications
   a. Manage annual student organization registration process, which includes club storage and mail spaces.
   b. Compose and disseminate bi-monthly Club News e-newsletter and other announcements.
   c. Provide guidance and content for student organizations section of OSE website.
   d. Serve on committees as necessary to represent OSE and student organizations.

C. Student Organization Support
   a. Act as consultant and guide to student organizations who need assistance planning their events/programs, which includes connecting to resources and potential collaborations.
   b. Understand university policies and procedures, to serve as a guide to student organizations.
   c. Serve as resource to student organizations on club funding, including assisting with funding applications and fundraising ideas.
   d. Compose and disseminate travel verification letters for traveling clubs.
   e. Use information from needs assessment of student organizations to inform programming and services.
   f. Assist staff in helping arrange student organization travel and logistics.

D. Event Planning & Management
   a. Coordinate two Involvement Fairs, which brings nonprofits and student organizations to campus to help recruit volunteers and members.

E. Supervision
   a. Supervise one undergraduate employee, who serves as a club assistant.

F. Customer Service
   a. Provide customer service within the Office of Student Engagement, greeting walk-in traffic as necessary, including meeting with students regarding how to get involved on campus.

Field-based skill description
The GTA in the Office of Student Engagement will gain hands-on experience working one-on-one with college students. The 260 registered student organizations at MSU represent a variety of viewpoints, interests and cultures. Working in the OSE will allow the GTA to interact with students from all backgrounds. They will also develop a deeper understanding of university policies and procedures and how to relay often complex information to students in a relatable way. They will also have the opportunity to supervise a student employee, allowing them to gain valuable skills in supervision. The GTA will also have great opportunities to build new
programs and assess needs of student organizations, allowing them to put research and knowledge into practice to support our growing student organization population at MSU.

**Transferrable/portable skill description**
This position will help the GTA develop facilitation skills for presentations and trainings, program development and management, interpersonal skills, problem solving, communication (verbal and written) skills and understanding best practices in the field of student affairs

**Preferred skills/qualifications**
- Strong organizational skills
- Oral, written, and/or nonverbal communication skills
- Professionalism and maturity
- Ability to work independently and as a team
- Ability to learn and utilize online tools with ease
- Past experience in a student organization (member or leader) during undergraduate career OR experience working with college students
- In addition, you will be expected to meet all of the Graduate School Qualifications:
  - Full-time, degree-seeking graduate student accepted into a graduate program at MSU
  - Maintaining term enrollment of 6 credits
  - Cumulative and program of study GPA of 3.0 or better
  - Making progress toward the achievement of their degree
  - Meet academic requirements of a GTA position

**Education**
- This position was developed in partnership with the Adult & Higher Education program.
- Students who are enrolled in another department or graduate program at MSU are also eligible to apply.

**Performance and Feedback**
- The general philosophy of the OSE is to provide feedback on an ongoing basis.
- Formal feedback also will be provided on an annual basis using the standard Graduate School GTA Annual Review form.

**Compensation**
- Stipend: $1,100 per month over a 10-month period, August to May.
- The appointment is for no more than 19 hours/week.
- Per the Collective Bargaining Agreement, an additional payment of $130 per payment, during the Academic Year (Fall and Spring) only, to defray costs including, but not limited to, living and healthcare costs.
- In-state tuition remission up to 6 credits/term are available for successful candidates but is not guaranteed (pending approval from the MSU Graduate School).
- The student is responsible for all university fees.
This position is part of the Graduate Student Union. As such, the GTA must pay monthly union dues or representation fees. If non-academic issues arise, the GTA may take concerns to their supervisor or the University’s Human Resource Department.

To apply for a position, please submit the following to Mandy St. Aubyn, Office of Student Engagement, amanda.staubyn@montana.edu (electronic submissions only, please):
1. Current resumé or CV
2. Contact information for two professional references
3. Letter of interest for this position

Questions?
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