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 2017. MSU Adult & Higher Education Graduate Program: http://www.montana.edu/education/grad/ahe/

Department Name: MSU Office of Student Engagement (OSE)
Position: Graduate Assistant
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

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 Spring 2016 needs assessment of student organizations to inform programming and services.

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 Graduate Assistant in the Office of Student Engagement will gain hands-on experience working one-on-one work with college students. The 250 student organizations at MSU represent a variety of viewpoints, interests and cultures. Working in the OSE will allow the GA 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 GA 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 GA 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
- 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

Compensation

- Stipend: $1,100/month for 10 months
- The Graduate Assistant will be encouraged to attend professional development opportunities throughout the year at MSU and in the area. Some funds will be available to pursue these opportunities.

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) by April 25th, 2017.
1. Current résumé or CV
2. Contact information for two professional references
3. Letter of interest for this position

In addition, you will be expected to meet all of the Graduate School Qualifications:

- Full-time, degree-seeking graduate student accepted into the Adult & Higher Education* 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

*This position was developed in partnership with the Adult & Higher Education program. Students who are enrolled in another department or graduate program at MSU may also be eligible to apply for this position, and they will be responsible for exploring available tuition remission options within their specific department or program.

This position is part of the Graduate Student Union. As such, the student in the position must pay monthly union dues (~$17/mo.). If workplace issues arise, the student in the position will need to take concerns to their supervisor or the University’s Human Resources department.

Questions?
Mandy St. Aubyn
Office of Student Engagement
406-994-3113
amanda.staubyn@montana.edu