



Graduate Assistant for the Student Government Association

2024-2025 Academic Year & 2025-2026 Academic Year

Position Descriptions:

The Student Government Association Graduate Assistant is responsible for providing support to a variety of internal and external functions to the Student Government Association. This position requires attendance at necessary meetings and events during weekday evenings and weekend hours at times. The Student Government Association Graduate Assistant will remain heavily involved in working with the Engage SEMO website and will act as a member of the Campus Life team. The Student Government Association is looking for someone passionate and enthusiastic about improving the student experience while collaborating resourcefully with a team.

Positions Responsibilities:

- Oversee the Engage SEMO software and assist student organizations with the registration and maintenance process.
- Host several yearly presentations to organization leaders regarding transition and management of organizations.
- Be present at SGA meetings and events during weekday evenings and weekend hours at times o Ex. Senate meetings, Executive Committee meetings, etc.
- Assist with the SGA General Elections as deemed necessary by the Election Committee
- Assist Campus Life in the planning and execution of large campus-wide events (i.e., Family Weekend, Homecoming, Carpe Diem)
- Other duties deemed appropriate by the President, Executive Committee, and members of Senate
- Input events into Engage in 8!, University Calendar, and Engage SEMO
- Assist in marketing the Engage SEMO platform to both organizations and students

Preferred Experience: Previously served in SGA and or a campus leadership position, managerial position, extracurricular organization, experience with website management, great computer skills, or experience with Excel

How to Apply: Please send a digital cover letter, resume, and a list of three professional references with contact information to:

- **Name:** Emma Newell
 - **Position / Contact Info:** Current Graduate Assistant: Egnewell2s@semo.edu •
- **Name:** Michele Irby
 - **Position / Contact Info:** Director of Campus Life and Event Services: Mirby@semo.edu

Application Deadline: April 12, 2024, at 5 pm.