

Campus Programming Graduate Assistant

Campus Life and Event Services

The Office of Campus Life and Event Services is seeking a Graduate Assistant for the 2025-2026 academic year.

Primary Responsibilities:

- Assist with planning, and implementing several campus-wide programs and events such as Opening Week, Family Weekend, Homecoming, Martin Luther King Jr. Dinner Celebration, Swing Into Spring, etc.
 - Make logistical arrangements
 - Create marketing pieces
 - Contact and coordinate with vendors
 - Secure performers
- Monitor, coordinate and provide regular updates to the webpages that correspond with these programs.
- Coordinate the bi-annual Volunteer Fairs and maintain the SE Serves Listserve.
- Some night and weekend work required

Qualifications:

- Graduate student at Southeast Missouri State University (accepted to the graduate program).
- Consideration given to students in all graduate programs, preference given to students in Higher Education Administration, Career or Mental Health Counseling, or a closely related field.
- Effective interpersonal, written and oral communication skills
- Ability to manage multiple projects and timelines
- Ability to work independently and within a team
- Demonstrated event-planning and/or management

Term:

- A complete tuition remission is available for Missouri and Non-Missouri residents including a stipend.
- Requires 20 hours per week while school is in session including some evenings and weekends; other hours by mutual agreement.

Application deadline: Applicants will be reviewed as received until the position is filled.

How to apply: Please send a cover letter, resume and contact information for three references via email to:

Michele Irby, Director, Campus Life and Event Services
mirby@semo.edu
(573)651-2884