



## Graduate Assistant for the Student Government Association

*2026-2027 Academic Year & 2027-2028 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.
  - 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, Opening Week, etc.).
- Other duties deemed appropriate by the President, Executive Board, and Senators.
- Input events into Fearless in 4!, 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, and/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 the following people:

- Sophie Martin – President of the Student Government Association
  - [ssmartin1s@semo.edu](mailto:ssmartin1s@semo.edu)
- Sarah St. John – Graduate Assistant for Student Government Association (current)
  - [sestjohn1s@semo.edu](mailto:sestjohn1s@semo.edu)
- Michle Irby – Director of Campus Life & Event Services
  - [mirby@semo.edu](mailto:mirby@semo.edu)

**Application Deadline:** February 16, 2024, at 5:00 pm