Student Engagement Graduate Assistant AY27 (Fall 2026/Spring 2027)

Campus Life and Event Services

The Office of Campus Life and Event Services is seeking a Graduate Assistant for the 2026-2027 academic year. Interested candidates should submit a cover letter, resume, and the contact information for three professional references to Michele Irby, Director, Campus Life and Event Services by 5:00 pm on April 5, 2026 at mirby@semo.edu. The cover letter should address your specific skills and qualifications relevant to working in the areas of campus programming and student organizations.

Minimum 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.
- Participation in a student organization
- Excellent interpersonal, written and oral communication skills
- Ability to manage multiple projects and timelines
- Ability to work independently and within a team

Responsibilities:

- Advise Student Activities Council to include:
    - Advise and guide student leadership,
    - contract negotiation,
    - logistical coordination,
    - marketing of events and programs,
    - attending programs,
- Serve on several departmental committees to design and implement campus-wide programming such as Opening Week, Family Weekend, Homecoming, etc.
- Coordinate the bi-annual Volunteer Fairs and maintain the SE Serves Listserve.
- Some night and weekend work required

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.