

Graduate Assistant

Student Organizations & Service

RESPONSIBILITIES:

1. Assist the Director of Student Organizations & Service in the formation of new student organizations on campus and annual renewals of all student organizations.
2. Continued development, evaluation, and implementation of Presidium (President's Retreat), Habitat Panel Build, and more.
3. Planning and marketing the Alternative Spring Break Program.
4. Responsible for assisting with various University committees: Homecoming, Connection Point, Student Activity Fee Allocations, and others as assigned.
5. Assist the Director of Student Organizations & Service in the daily responsibilities as assigned.
6. Manage social media for the Office of Student Organizations & Service.

QUALIFICATIONS: A Bachelor's degree and one-year experience as a student leader on a university campus. Effective oral or written communication and excellent organizational skills are required. Preference will be given to persons with experience in university student organizations and student affairs, as well as pursuing Student Affairs as a profession.

FILING PROCEDURE: Interested applicants should submit the following required materials to Jackie.victory@mtsu.edu: (1) a cover letter indicating interest in the position (2) a complete resume with the name, address, and phone number of three references: and (3) an MTSU Graduate Assistant application. Position is open until filled. Review of applicants will begin April 8, 2018.