

Graduate Assistant for Student Affairs

Missouri Valley College a private, coeducational, career-oriented, liberal arts college with growing national and international outreach, a destination for students from all fifty states and forty foreign countries. Known for its dynamic, richly diverse, and friendly educational environment, the College prepares students to succeed in a knowledge-based global society. With a student body of some 1,400, on a beautiful campus in west central Missouri, Missouri Valley College has been continuously accredited by the North Central Association of Colleges and Schools since its inception in 1889.

Position Summary:

The Graduate Assistant (GA) is responsible for providing student-centered support for the various Student Affairs departments and services. This position provides professional apprenticeship for the GA while supporting essential programs and services for the College community. Duties will vary based on specific assignment. Assignments may be changed at any time during employment based on the needs of the division. The GA must be accepted into an accredited graduate program for the duration of their contract.

Responsibilities:

- Serve as building supervisor for the Malcolm Center for Student Life; open and close the building, setup meeting spaces, provide basic housekeeping services.
- Aid guests in reserving Student Center space and equipment.
- Assist in the development and implementation of campus activity programming.
- Assist in the development and implementation of intramural sports programming.
- Supervise numerous Student Center assistants (work-study).
- Staff Office of Student Affairs; provide basic administrative support for staff and customer service for guests.
- Assist in the operation of the Viking Shuttle.
- All other duties as assigned.

Qualifications:

- Earned bachelor's degree in any discipline.
- Effective interpersonal skills; ability to interact productively with students, faculty staff, and other constituents.
- Excellent written and oral communication skills.
- Strong organizational skills, the ability to manage multiple tasks, and wiliness to work irregular hours.
- Experience working with diverse student populations, including international students.
- Basic computer literacy; basic competency in software and database systems (i.e. Microsoft Office, Adobe).
- Experience in various forms of advertising, including social media.

Compensation:

Tuition scholarship, campus housing, and meal plan (when school is in session).

Application:

To apply, submit a letter of application (cover letter), detailed resume and contact information for three professional references to: Mr. Heath Morgan, Vice President for Student Affair, 500 E. College Street, Marshall, MO 65340 or e-mail morganh@moval.edu. This position will remain open until filled.