

<http://www.mnsu.edu/hr/jobpost/>

**Title of the position**

Graduate Advisor to the Student Events Team

**Department**

Student Activities

**Reports to**

Gregory Wilkins

*Associate Director for Student Activities*

Bill Tourville

*Assistant Director for Campus Programs*

**Graduate Assistantship Application Deadline**

Priority consideration will be given to applications received by March 4, 2022. Students applying to the Counseling and Student Personnel Master's Program in the College Student Affairs program do need to submit separate application materials to be considered for this position. All applicants must submit an online application including a cover letter, resume, and statement on inclusivity and equity. Applications will be accepted until March 4, 2022 or until the position is filled, whichever happens first. All Assistantships within Student Activities are contingent on anticipated student fee funding.

**Applications:**

<https://mankato.mnsu.edu/university-life/activities-and-organizations/meet-the-team/student-activities-ga-applications/>

**Salary**

Full-time assistantship (20 hours per week) with \$5,000 stipend for each semester of appointment, out-of-state tuition waiver and waiver of tuition charges for up to 9 graduate credits per semester. Appointments made after the tenth day of classes are not eligible for tuition waiver.

**Overall responsibility**

Work with Assistant Director and members of the Student Events Team in furthering the Student Events Team mission while adhering to the University mission. Areas of responsibility include program planning, risk management, leadership training, group dynamics, promotion/marketing, and advising.

**Key areas of responsibility**

Percentage of Responsibilities	Position Responsibilities/ Tasks
60%	<b>Advising and Program Development</b> <ul style="list-style-type: none"><li>• Advise three to five Student Events Team board members including weekly one-on-one meetings.</li><li>• Co-advise President including weekly two-on-one with Assistant Director</li><li>• Attend and moderate weekly Student Events Team board meetings</li><li>• Facilitate and develop group dynamic team building sessions with the Student Events Team Programming Board</li><li>• Be present during Student Events Team sponsored programs to assist with program implementation, student leader training, and risk management</li></ul>
25%	<b>Programming and Marketing</b>

	<ul style="list-style-type: none"> <li>• Through survey assessment, data collection, and personal-participation analyze success of Student Events Team sponsored programs</li> <li>• Identify and develop key institutional partnerships for co-operative programming</li> <li>• Marketing coordination including website development, press releases, poster design, and social media plan</li> <li>• Assist with committee recruitment process and membership development</li> <li>• In cooperation with Assistant Director and Student Events Team summer representative, plan and implement Welcome Week and related programs</li> <li>• Assist with the planning of Homecoming</li> </ul>
<b>15%</b>	<p><b>Student Development</b></p> <ul style="list-style-type: none"> <li>• Assist Student Events Team president to plan winter retreat</li> <li>• Conduct informal ongoing supervision &amp; evaluation, as well as semestrial formal evaluation</li> <li>• Develop and implement individual and group leadership training on a weekly, monthly, and quarterly basis</li> </ul>
	<b>Learning Objectives</b>
<b>Advising and Student Development</b>	<ul style="list-style-type: none"> <li>• Gain experience advising undergraduates on a student programming board in areas including program development, marketing, time management, recruitment, and interpersonal development.</li> <li>• Assist with student leadership training models and undergraduate retreat development and implementation.</li> <li>• Learn and practice group dynamics and group advising.</li> </ul>
<b>Program Development</b>	<ul style="list-style-type: none"> <li>• The Graduate Advisor will gain considerable experience developing programs that meet Student Events Team’s mission and vision including developing documentation, promotional materials, assessment tools, surveys, and performance evaluations.</li> <li>• The Graduate Advisor will gain experience with departmental strategic planning and assessment data collection.</li> </ul>
<b>Student Affairs Professional Development</b>	<ul style="list-style-type: none"> <li>• The Graduate Advisor will learn what is expected from a student affairs professional in an office setting, including but not limited to: organization and time management, punctuality, crucial conversations, and working in a collaborative environment.</li> <li>• Attend and participant in student affairs professional develop and networking opportunities including interdepartmental committees, regional conferences, and individual development.</li> </ul>

**Term of employment**

- August 2022 - May 2023

**Minimum qualifications:**

- Enrollment in a graduate program at Minnesota State University, Mankato
- Prior program planning, experience or employment supervision or management
- Ability to work late evenings and weekends on an irregular basis

**Preferred qualifications:**

- Attention to detail, professionalism, dependability, and communication skills
- Ability to work independently and as team member
- Embraces the vision, mission and core values of Student Activities
- Experience in event management
- Exceptional decision-making skills
- Experience leading and/or working with college programs or student organizations

- Ability to handle crisis situations
- Experience with collegiate programming boards and/ or to those enrolled in the Counseling and Student Personnel (Student Affairs) program or a closely related program.

Contingent upon satisfactory performance and available funds, there is a possibility that this appointment may be continued beyond the initial period of employment.

**Contact:**

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