

# LEADERSHIP GRADUATE ASSISTANT

Office of Student Activities  
Minnesota State University Moorhead  
Moorhead, MN 56563  
[www.mnstate.edu/osa](http://www.mnstate.edu/osa)

## INTRODUCTION

The Office of Student Activities (OSA) of Minnesota State University Moorhead (MSUM) is offering a two-year learning experience in student activities & leadership. The Graduate Assistant will spend two years experiencing different aspects of student activities/student organizations/leadership programming for undergraduate students in order to increase opportunities for engagement. This position will provide the graduate student an opportunity to work with a variety of areas of the university and prepare him/her for a position in the student affairs field. As a result, the Graduate Assistant will develop competencies in advising; coordinating with student groups; assessing event activities; implementing student development theory; developing and managing a budget; and understanding the philosophy of student affairs.

## PRINCIPLE RESPONSIBILITIES

### A. Work with the Office of Student Activities

1. Develop and present workshops regarding officer training, leadership, and advisor development.
2. Assist in the implementation of the Emerging Leaders program, which serves to develop leadership skills in students using the Social Change Model.
3. Actively participate in the initiation, development, implementation, and evaluation of procedures and processes of Office of Student Activities.
4. Act as a consultant and resource person to student groups on campus.
5. Promote the value of extra-curricular activities to the university community.
6. Research in the area of student organization development.
7. Become knowledgeable in area of budget preparation and maintenance.
8. Become knowledgeable on the practices of Student Activities Budget Committee.

### B. Work with the MSUM community

1. Develop and present workshops regarding the mission of the OSA to better inform the campus community and relay assessment information.
2. Actively participate in the initiation, development, implementation, and evaluation of procedures and processes of the OSA.
3. Act as a consultant and resource person to student groups on campus, the greater campus community, and the F/M area.
4. Promote the value of extra-curricular activities to the university community.
5. Research and implement best practices in leadership programming.
6. Research and implement ways in which the OSA can incorporate philanthropic opportunities at each event in order to encourage community engagement and life-long learning in student participants.

### C. General responsibilities

1. Participates as a member of the Office of Student Activities and Comstock Memorial Union staff by attending weekly meetings and keeping programming files.
2. Assist in goal development to ensure that the Office of Student Activities maintains a clear mission.
3. Work directly with full time staff to gain knowledge and appreciation of other full time positions who are involved in the Office of Student Activities.
4. Attend all university Student Affairs meetings.
5. Option of serving on the Program Advisory Committee (PAC) for the Student Affairs Division.
6. Other duties as assigned and negotiated.

## ACADEMIC PROGRAMS

It is expected that the individual will pursue a graduate degree at Minnesota State University Moorhead on a full or part-time basis (6-9 credit hours). It is recommended that the individual enroll in a Master's program in Counseling and Student Affairs (48-51 credit hours), Public and Human Service Administration (35 credit hours), or Educational Leadership (32-36 credit hours). For specific information regarding admission requirements of Minnesota State University Moorhead graduate programs, refer to our Graduate Studies website at [www.mnstate.edu/graduate](http://www.mnstate.edu/graduate).

Current tuition and fees are available at the following website [www.mnstate.edu/busoff/tuitionfees](http://www.mnstate.edu/busoff/tuitionfees).

Graduate assistants pay in state tuition.

### QUALIFICATIONS

Experience and interest in pursuing a career in the student affairs field is highly preferred. Applicant must have completed a Bachelor's Degree and be accepted into a graduate program at Minnesota State University Moorhead for the Fall Semester, 2009. Applicant must have the ability to be available for non-traditional hours. Applicant must also have the ability to lift up to fifty pounds, in order to move materials and equipment, provide room set-up and tear-down.

### COMPENSATION

Compensation of stipend and out of state tuition waiver totals \$3,579.00 for the academic year. The individual will begin in August and end in May. There may be an option of additional work at an hourly wage, during the summer, if funding is available. Graduate Assistants are expected to work 10 hours per week during the academic year.

### GENERAL INFORMATION

**THE UNIVERSITY:** Minnesota State University Moorhead, a liberal arts institution established in 1887, occupies a 199 acre campus with 32 major buildings, most of which have been built since 1957. Minnesota State University Moorhead is a member of the Minnesota Colleges and University, the largest system of higher education in the state that serves 140,000 students at 35 two-year colleges and four-year colleges and universities. Minnesota State University Moorhead, Concordia College, and North Dakota State University form a broadly cooperative consortium, the Tri-College University. This is the most extensive and successful higher education cooperative in the nation.

MSUM currently enrolls approximately 7,300+ full and part-time students in more than 140 different programs and majors, and employs 860 faculty and staff.

**THE COMMUNITY:** The Metropolitan area that includes Moorhead, Minnesota and Fargo, North Dakota is centrally located amid the rich lands of the Red River Valley and near the western edge of Minnesota's popular lake area. Moorhead/Fargo received the prestigious All-American City Award in 2000. The metro community today has in excess of 157,000 people, has earned the confidence of major retail firms, wholesale distributors and service agencies; offers central air, rail and highway transportation facilities; serves as an important medical center and supports its own art gallery, civic opera, symphony orchestra and community theatre.

### APPLICATIONS

Qualified applicants should send a letter of application, resume, and the names of three references to:

JoDee Anderson  
Minnesota State University Moorhead  
1104 7<sup>th</sup> Ave. South  
Moorhead, MN 56563  
[anderjod@mnstate.edu](mailto:anderjod@mnstate.edu)  
(218) 477-2120

**Position open until filled**

### NONDISCRIMINATION

Minnesota State University Moorhead is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by the law is prohibited.