

Residence Education and Housing Services

Graduate Assistant for Communication

Job Description

Position Dates: August 1 – May 15 (Standard MSU Fall and Spring Graduate Assistant timeframe, with training period that begins two weeks prior to the GA start date.)

Basic Function:

The Communication Graduate Assistant (GA) is a half-time position that assists the Assistant Director of Communication with a variety of functions for Residence Education and Housing Services (REHS) in reaching the goal of being an inclusive and world-class entity. The workweek is approximately 20 hours per week with occasional nights and weekends.

The successful candidate will be an experienced, take-charge individual with ability to manage administration and logistics in support of a busy marketing and communications environment. Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends.

Candidates should have a love for event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers. Additionally, this person should be forward-thinking and offer innovative suggestions to increase the positive brand experience of our on-campus residents.

Residence Education and Housing Services team members are committed to continually creating the world's premier residential experience at Michigan State University. Our organization is one of learning and development, accountability, stewardship, and communication. We value the following principles: 1) student learning, engagement, and development through the neighborhood model, 2) intercultural learning and inclusion; 3) restorative justice principles, and 4) sustainable practices. They understand and appreciate the fact that they are the primary custodians of the REHS brand and work in a culture of accountability to ensure that the brand is strengthened through daily actions.

Desired Qualifications:

- Enrolled as a full-time graduate student at Michigan State University
- Demonstrate commitment to outstanding customer service
- Motivated self-starter who is able to complete tasks in a timely manner with minimal supervision
- Outgoing personality with effective oral and written communication skills
- Positive and respectful, especially when working with a diverse population
- Preference given to candidates with prior experience in event planning and social media management
- Possess a valid U.S. Issued Driver's License and be able to meet and maintain the University's driving standards
- Must be proficient in MS Office Suite
- Must be proficient on social media platforms including: Facebook, Twitter, Instagram, YouTube

Primary Duties:

- Coordinate and execute events to support students living on campus and promote the department
- Reserve space and coordinate with campus partners to organize events
- Manage onsite production and clean-up for events as necessary
- Serve as department representative for large-scale event planning committees
- Supervise the Live On Street Team
- Manage Live On Street Team scheduling
- Schedule and lead Live On Street Team meetings
- Provide support to REHS Communications staff in managing special event teams
- Contribute to department strategic planning
- Assist with tracking event budgets and assessments

- Partner with REHS assessment team to develop and implement processes to assess the effectiveness of social, events, and overall brand experience.
- Lead social media initiatives during Live On events
- Other duties as assigned, including assisting REHS Communications staff on short term projects if needed

Additional Information:

Applicants should be dependable, pay close attention to detail, be accountable and be able to work under deadlines – if you're assigned a project, we expect you to see it through from start to finish and on time. Applicants should be willing to learn from marketing and communications professionals on staff. We expect you to ask lots of questions and make the most out of working on our team. Above all, applicants must be ready to have FUN – we're here to work, but playing is definitely part of the job description!

Conditions of Employment

- Master's GAs must enroll for a minimum of six credits and may carry a maximum of twelve credits per semester. Exceptions are made by the academic department.
- A minimum 3.0 grade point average must be maintained during the period of employment (depending on program of study).
- GAs are responsible for fees and tuition associated with their graduate programs beyond the nine credit tuition waiver.
- Employment is contingent on a satisfactory background check.

Remuneration:

- Nine-month stipend, paid bi-weekly
- Qualification for in-state tuition rates
- Matriculation fee waiver
- Single-person health insurance paid for by the University
- Financial support for conference attendance, departmental involvement opportunities and training is available.
- Qualification for in-state tuition rates

NOTE: Please check with your Graduate Program college to see if there is an additional fee added in to the MSU base tuition rate. These additional fees are not included in the Graduate Assistantship tuition waiver. For more information about fees, please see this website:

http://www.ctrl.msu.edu/COSTudentAccounts/Tuition_Fees_MainMenu.aspx

