

## **Bear POWER (Promoting Opportunities for Work Education and Resilience)**

### **Graduate Assistant**

College of Education: Bear POWER

- One Graduate Assistant Position
  - 20 hours per week starting Fall 2024. Contract can continue for Spring 2025. Maximum appointment is 2 years.
  - Do not work through the summers

### **Job Description**

- Facilitate direct support and one-on-one meetings with students (main portion of position)
- Collaborate with Ambassadors
- Collaborate with faculty/instructors on behalf of students
- Update social media content
- Create print media via Canva account
- Draft emails/communication as asked by Bear POWER Staff
- Assist with planning and coordinating aspects of events (e.g., Ambassador Trainings, Leadership Retreat, Open House, etc.)
- Be present on campus in evenings to support students, as necessary
- Administrative duties: drafting and editing Student Handbook, Parent Handbook, Admissions Packets, etc.
- Carefully examine applications, and create 'quick sheets' on each student to aid in interview process
- Listed as an emergency contact for campus administrators in case of emergency, and be willing to head to campus, answer the phone, etc. at any time

### **Attend**

- Attend as many student interviews as possible
- Attend Leadership Retreat
- Attend campus and community engagement events to represent Bear POWER
- Attend meetings as asked, and as possible, to assist Bear POWER Staff
- Attend Support Session classes as needed
- Attend events on weekends as possible

### **Contact for Application**

- Please send your resume and cover letter to Bear POWER Program Director Dr. April Phillips [aprilphillips@missouristate.edu](mailto:aprilphillips@missouristate.edu) first date of consideration will be May 1<sup>st</sup>. Closed when filled. Cover Letter and resume will be reviewed by Bear POWER team. More information to come with content of interviews.