

Center for Academic Success and Transition (CAST):
Graduate Teaching Assistantship

Title: GEP 101 Graduate Teaching Assistant

Position available has an anticipated start in Fall 2024 (with renewal for 1 additional year, pending successful performance review)

Our **mission** is student success at Missouri State University. Our goal is to ensure that students are retained, thrive and graduate from the University. This is done through the coordination of activities and delivery of student services focusing on academic support beginning with student transition into the university and persistence through graduation.

We are looking for someone who has a passion for helping students be successful in college. As a GEP 101 instructor, this person will teach 3, two credit hour classes of GEP 101 during Fall 2024 with potential renewal for up to three more semesters thereafter. GEP 101 is offered as a 12-week blended course (50 minute seated classes twice per week with 30 minutes of online work for first twelve weeks of semester). After GEP 101 has ended, this person will then transition to helping with student success retention initiatives and related projects.

Candidates should be invested in the success of MSU students and possess a good understanding of study skills, time management, motivation, the public affairs mission, and student resources. Preference will be given to students with previous teaching/training/tutoring experience and two years remaining in their degree program. The TA will be evaluated at the end of Spring semester for continuation of their assistantship for the 2025-2026 academic year.

Graduate Teaching Assistant Responsibilities:

- Teach 3 sections of GEP 101 each semester (2 credit hour course) for first twelve weeks (50 minute seated classes twice per week with 30 minutes of online work)
 - Independently teach classes and create supportive learning environment
 - Hold one-on-one meetings with each student
 - Introduce students to the Public Affairs mission
 - Provide students with academic success skills
 - Grade all assignments in a timely manner
 - Use BrightSpace for assignments and grades
 - Follow all course policies and requirements
- After GEP 101 concludes, assist with office projects and student success retention initiatives.
- Participate in weekly professional development and meetings to discuss student needs and target students.
- Attend onboarding and orientation prior to the start of the semester sessions as well as professional development and networking opportunities on campus.
- Meet regularly with Director to discuss student progress.

Graduate Assistant Requirements:

- Must hold a Bachelor's degree.

- A desire to help students succeed.
- Excellent verbal and written communication skills.
- Willingness to collaborate and build rapport with students.
- Strong problem solving and analytical skills.
- Familiarity with college and student resources, study skills, and advising.
- Ability to motivate students as they transition from high school to college.

Compensation

The position is 20 hours weekly. Compensation is \$6,115/semester stipend, plus tuition and fee waiver. Possible summer teaching appointment based upon availability.

How to Apply

Send a cover letter, Graduate Assistant Application

(https://graduate.missouristate.edu/Files/GA_Application.pdf), and resume' no later than Wednesday, May 8, 2024 to:

Attn: Dr. Tracey Glaessgen
Center for Academic Success and Transition
116 Meyer Library
TraceyGlaessgen@missouristate.edu

Hiring Overview

Resume collection and review

Select individuals will be invited for an in-person interview

Reference checks will be conducted for select individuals

Decision date by late May

*The selected applicants need to be able to attend the following:

- Graduate College graduate teaching assistant orientation during the week of August 12, 2024.
- Additional Center for Academic Success and Transition training during the week of August 12, 2024.
- Work teaching GEP 101 begins the week of August 19, 2024.