

# **Graduate Assistantship**

## **Graduate Interdisciplinary Programs**

### **Required:**

- Be admitted to and actively enrolled in a graduate program at MSU
- A minimum GPA of 3.00 on the undergraduate cumulative or last 60 hours for first-time graduate students without graduate credit hours. Students with graduate credit hours (9 hours or more) must have a minimum graduate cumulative GPA of 3.0.
- Meet all of the other eligibility requirements as stated by the Graduate College for a Graduate Assistantship (<http://graduate.missouristate.edu/assistantship.htm>)
- Experience working with Microsoft Office, SharePoint, and Adobe
- Exceptional communication, writing, and analytic skills
- Detail-oriented, pattern-astute, context-sensitive, self-motivated
- Superior organization skills and flexibility in a rapidly-evolving environment
- Able to work summer 2021 semester (Start date is June 1, 2021) through May 2022 (Must be enrolled in at least three (3) graduate credit hours for the summer term)

### **Preferred:**

- Knowledge of database cross-referencing, experience in student affairs, customer service intuition
- Knowledge of best practices in professional social media postings for Facebook, Twitter, and LinkedIn

### **Description:**

The GA for Graduate Interdisciplinary Programs will be responsible for:

- Work closely with Assistant Director managing all aspects of Graduate Interdisciplinary Programs
- Process student program-of-study documents
- Manage graduation pipeline for two degree programs and two graduate certificate programs
- Communicate regularly with students about a wide range of concerns
- Manage and organize student records
- Communicate with Graduate College office about student progress
- Monitor Blackboard graduation community for editing and representational discrepancies
- Answer phone or face-to-face inquiries as needed
- Update the Graduate College GA Manual
- Other duties as assigned based on the needs of Graduate Interdisciplinary Programs

### **Deadline to apply:**

March 27, 2020

(Interviews will be scheduled early April 2020)

**To apply:**

Digitally submit a cover letter, current résumé, and Graduate Assistantship application by email to:

[MPS@MissouriState.edu](mailto:MPS@MissouriState.edu)

Missouri State University

Attn: Warren Frerichs, Assistant Director

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