

Graduate assistant to support Access, Climate, and Equity Initiative

Missouri State University (MSU) Access, Climate, and Equity (ACE) Initiative proposes to adapt evidence-based systemic change strategies to increase access and representation, to facilitate a more welcoming climate, and to improve equitable tenure and promotion outcomes for all faculty in STEM, with attention to intersectional gender and race inequities. Our team consists of faculty and administrators from diverse backgrounds, with a strong commitment to inclusive engagement, and with solid expertise in the natural and social sciences, equity, and institutional leadership. The ACE initiative is funded by National Science Foundation ADVANCE grant.

Primary purpose of the graduate assistant: Support and liaise between ADVANCE team members.

Directly report to ADVANCE fellows Dr. Randi Ulbricht and Dr. Kyler Sherman-Wilkins

Duties and responsibilities

- Support communication and special projects with the ADVANCE team
- Attend regular meetings with ADVANCE team members
- Assist in the planning and execution of special events and regular meetings
- Social media and web site management
- Other duties as assigned
- Work 20 hours weekly during our operating hours, Monday-Friday 8am-5pm

Required skills

- Excellent oral and written communication skills
- Commitment to inclusive excellence
- Excellent organizational skills
- Punctual and reliable
- Work with minimal supervision
- Basic graphic design skills using programs such as Canva
- Microsoft office skills
- Ability to learn basic website management and data analysis
- Must be able to work all Spring, Summer, and Fall 2025 semester

To apply: Submit a current resume and cover letter explaining your interest to [the submission site](#). Direct any questions to Randi Ulbricht at RandiUlbricht@MissouriState.edu