

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 Spring 2025. Maximum appointment is 2 years.
- Does 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., Open House, Leadership Retreat, 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 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. First date of consideration will be Oct. 1st. Closed when filled. Cover Letter and resume will be reviewed by Bear POWER team.