

**Annual Funds Graduate Assistant  
Missouri State University Foundation**

**Required:**

- Meet eligibility requirements as stated by the Graduate College for a Graduate Assistantship (<http://graduate.missouristate.edu/assistantship.htm>) to include:
  - Must be admitted to a graduate program at Missouri State University
  - Must hold minimum GPA of 3.00 on the undergraduate cumulative, or last 60 hours for first-time graduate students, or graduate cumulative (minimum 9 hours) is required
  - Maintain a 3.0 GPA to continue eligibility
- Be able to work 20 hours per week; the schedule may be flexible to accommodate class schedule
- Be able to begin working Summer 2023 (May 28, 2024 through July 26, 2024). Graduate Assistants must be enrolled in a minimum of 3 credit hours for the summer term to receive the GA fee waiver
- Must have working knowledge of office software products such as Microsoft Word, PowerPoint, and Excel
- Must have strong written and oral communication skills
- Must be detail oriented
- Must have good organizational skills

**Preference will be given to:**

Students with two years remaining in their graduate degree program and candidates with previous experience with the following:

- Data gathering, analysis, and presentation
- Online and database research
- Writing, editing, and proofreading skills
- Reliable transportation

**Job duties may include:**

- Assisting with day-to-day office functions such as making copies, filing, errands, and others as needed
- Assisting in overseeing Annual Funds channels (including but not limited to; direct mail, e-mail solicitation, phone solicitation, text messages, and digital campaigns)
- Creating, editing, and proofreading crowdfunding campaigns using the the ScaleFunder platform
- Creating, editing, or proofreading content for social media, funder proposals, presentations, etc.
- Soliciting gift in kind donations for prizes for the MSU Way/United Way campaign
- Representing the MSU Alumni Association at SOAR Family Lounge
- Assisting with alumni or annual funds donor events
- Act as a liaison between student calling staff and Director of Annual Funds

**To apply:**

Please submit your cover letter, completed GA application, and resume via email to Supervisor: **Alison Harper**, Director of Annual Funds, [AlisonHarper@Missouristate.edu](mailto:AlisonHarper@Missouristate.edu) OR via mail to:

Missouri State University Foundation  
Annual Funds  
ATTN: Alison Harper  
300 South Jefferson Avenue  
Springfield, MO 65806

**Deadline to apply: April 8, 2024 or open until position is filled**