

Graduate Assistantship Curriculum Planning & Management

Description:

The Curriculum Planning & Management graduate assistant position is a part-time 20 hours per week position. The graduate assistant will report to the Director, Curriculum Planning & Management and will create, maintain, and manage resource documentation, complete process improvement projects, manage website design, and assist with communication project coordination. This position may include other duties as assigned to support the success of the department.

Primary Responsibilities:

- Create/maintain visual resources and documentation for curriculum systems and processes
- Create/maintain documentation for operational processes, tasks, procedures, and project management
- Create documented workflows for processes and procedures
- Use University systems to update, redesign, and maintain websites managed by the department
- Assist with digital and paper file management systems, processes, and archival
- Work with Director on communication projects including but not limited to creating templates and distribution procedures
- Assist with calendaring tasks and procedures
- Conduct research for curriculum planning and management area, as directed by supervisor
- Proof documents, publications and files
- Engage in process improvement projects, as directed by supervisor
- Partner with Curriculum Planning & Management team on special projects, as assigned by the Director

Required Qualifications:

- Proficient knowledge of Microsoft applications, specifically Teams, Word, and Excel
- Strong technology usage skills, ability to adapt to new systems quickly
- Ability to manage multiple projects at time without constant, direct supervision
- Experience in website management, document design, and/or with creating visual presentations
- Exceptional problem solving and critical thinking skills
- Excellent organization and attention to detail
- Ability to work efficiently and independently on assigned tasks and projects
- Strong oral and written communication skills
- Commitment to confidentiality, professionalism, and integrity
- Desire to complete tasks and projects with an investment in the outcome, using research, examination, and critical analysis
- Available a minimum of one full academic year, preferably two years.
- Available to work approximately 15-20 hours per week, mostly during university business hours (class schedule will be taken into consideration)
- Available to work on campus the majority of assigned schedule

To Apply:

- Complete the [Graduate Assistantship application](#)
- Submit cover letter and resume
- Submit one letter of recommendation from Missouri State University faculty or staff
- Email all documents to Katrina Chavez, Director-Curriculum Planning & Management at kchavez@missouristate.edu

Applications will be accepted until position is filled.