



## Graduate Assistant Presentation Center in the Bear CLAW – Fall 2023

### Background

The ability to communicate ideas clearly and effectively to an audience leads to success in your classes and your chosen career. Public speaking and writing skills are essential for career development.

The Presentation Center's mission is to enhance communication skills and offer helpful advice for students enrolled in COM 115. We provide one-on-one consultations and small group workshops with peer consultants and communication professionals.

For more information, visit our [website](#).

### Duties

The graduate assistant (GA) role would be to serve as an assistant director of this program. The GA duties would include, but are not limited to, the following:

- Assist the Director of Student Learning Services with the supervision and training of consultants.
- Evaluate consultant performance.
- Assist with marketing the program.
- Write reports and collect relevant data regarding the effectiveness of the program.
- Make faculty contacts.
- Assist with the interviewing and selection of new consultants.
- Attend the initial training conference the week before class start.

### Preferred Qualifications

- A bachelor's degree in education, communication, theatre arts, or a related field.
- The ability to tutor diverse populations.
- Personal qualities that facilitate working relationships within the University.
- Superior writing and public speaking skills.

### Length of Appointment

The Presentation Center's graduate assistant is employed for two years and works during the fall and spring semesters.

### Application Procedure

Submit the following documents in PDF or Word formats:

- Cover letter
- Resume
- Application
- **Presentation Center @ the BearCLAW**
- **Graduate Assistant Supplemental Questions**

**Application Deadline:** April 1, 2023



*Missouri State University Logo*

*Include the name of three faculty members able to speak to your public speaking ability.*

Full Name		Relationship	
Company		Phone	
Email			
Full Name		Relationship	
Company		Phone	
Email			
Full Name		Relationship	
Company		Phone	
Email			

### Questions Regarding the Role of a Presentation Consultant

*Please respond to the following questions (cells will expand to accommodate your answer)*

What do you regard as your strongest academic areas? What are your weakest areas or those in which you are least interested? Why?

Have you participated in other experiences relevant to the responsibilities of this position?

What is your definition of academic success?

How many hours per week are you available to work in the Presentation Center?

Do you anticipate being away from the campus in the next few terms for a Study Abroad experience or another absence? If so, please state terms and reasons, even if only tentative.

Comment on any experience relevant to your qualifications as a presentation consultant.

What do you think are the most important qualities needed to be a good presentation consultant?

Craft a short essay about you, your experiences with public speaking, or the position you are applying for. If you prefer, you may expand on answers to previous questions.

**Attach a copy of 2 outlines of speeches that you've written which reflect your current presentation ability. If possible, submit clean copies (i. e. devoid of faculty member remarks). The papers will NOT be returned. Papers may also be submitted via e-mail to the Director under separate cover.**

#### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature		Date	
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Thank you for your application!

Completed applications may be left at the front desk of the Bear CLAW (Center for Learning and Writing) on the first floor of Meyer Library or emailed to Michael Frizell, Director of Student Learning Services at [michaelfrizell@missouristate.edu](mailto:michaelfrizell@missouristate.edu)

Questions may be directed to Michael Frizell at (417) 836-5006 or via email.

**Missouri State University is an Equal Opportunity/Affirmative Action Employer**

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Materials are accepted until April 1, 2023. Interviews will be conducted immediately following.

Send application materials to:

**Michael Frizell, MFA, Director of Student Learning Services**  
Meyer Library 112, Missouri State University, 901 South National Ave., Springfield, MO 65897  
Phone: 417-836-5006 - E-Mail: [michaelfrizell@missouristate.edu](mailto:michaelfrizell@missouristate.edu)