

## **AGR 320**

### **Teaching Assistant**

#### **Requirements:**

- Be admitted to and actively enrolled in a graduate program at Missouri State University - Springfield.
- A minimum GPA of 3.0 on the undergraduate cumulative or last 60 undergraduate hours for first-time graduate students without graduate credit hours. Students with graduate credit hours (9 hours or more) must have a minimum graduate cumulative GPA of 3.0.
- Meet all other eligibility requirements as stated by the Graduate College for a Graduate Assistantship (<http://graduate.missouristate.edu/assistantship.htm>).
- Experience working with Microsoft Office (Word, Excel), and Brightspace.
- Strong background in written communication.
- Strong background utilizing APA 7<sup>th</sup> edition formatting.
- Ability to maintain confidentiality of work conducted.
- Minimally, able to work the Summer 2025 academic term through May 2026 [Must be enrolled in at least three (3) graduate credit hours for the summer term] with the potential to extend the appointment through additional terms.

#### **Description:**

- Work 20 hours per week during the semester which will include the following:
  - a) Grading weekly homework assignments in a timely manner.
  - b) Grading weekly discussion board assignments in a timely manner.
  - c) Maintaining weekly office hours for students.
- Adapt/develop/update course materials as needed.
- Other duties as assigned.

#### **Mail application documents to:**

Missouri State University  
School of Hospitality and Agricultural Leadership  
Pummill Hall #300  
901 South National Avenue  
Springfield, MO 65897

You may also email applications to [hospitality@missouristate.edu](mailto:hospitality@missouristate.edu)