

### **Academic Projects & Partnerships Graduate Assistant**

The Academic Projects & Partnerships Graduate Assistant (GA) supports strategic initiatives, academic partnerships, and daily operations within the Graduate College. This GA works with the Dean and Associate Dean of the Graduate College in the planning, communication, and logistics for key initiatives such as:

- [Community Graduate Assistantship](#) program administration
- Graduate College events, trainings, and orientations
- Graduate program development, particularly research doctorates
- International cohort support

This GA will track timelines, prepare materials, facilitate onboarding and compliance processes, and serve as a central point of contact between faculty, staff, and graduate students to ensure projects run smoothly and consistently.

#### **APPOINTMENT DURATION**

- Start Date: May 26, 2026, or August 10, 2026
- End Date: May 14, 2027 (may be eligible for reappointment)
- Coverage: Fall and Spring Semesters (Summer 2026 tuition/fee waiver coverage available)

#### **SKILLS AND PROFICIENCIES**

- Microsoft Office Proficiency: Skilled in using Microsoft Office Suite for various administrative tasks.
- Learning Management Systems: Skilled in using Missouri State's LMS (Brightspace) for documentation, reporting, and resource design.
- Independent Project Execution: Self-directed and proactive in managing initiatives from planning through completion with minimal supervision.
- Detail and Process Accuracy: Strong attention to detail in tracking data, maintaining records, and ensuring compliance with deadlines and requirements.
- Organization and Workflow Management: Effective at prioritizing multiple projects, coordinating timelines, and supporting simultaneous events and stakeholders.
- Adaptability and Professional Communication: Dependable and responsive in fast-paced academic environments; communicates clearly and collaborates effectively with faculty, staff, and students.
- Bilingual Communication (Spanish Preferred): Ability to support multilingual communication, translation, and culturally responsive coordination with international partners and cohorts.

## APPLICATION PROCESS

- Interested candidates are invited to complete and submit the [application form](#).
  - **Please note:** The Graduate College is hiring for multiple GA positions. Applicants may apply to one or more of the open Graduate College GA positions using the single form.
  - As part of the application, you will be asked to:
    1. **Complete the [Qualtrics application form](#)** in full.
    2. **Rank the GA positions** in which you are interested (from highest to lowest preference).
    3. **Upload a current resume** highlighting relevant skills and experience.
    4. **Respond to position-specific questions/prompts** related to how your skills and experience might align with various roles.
- Incomplete submissions will not be considered.
- Review of applications will begin **March 23, 2026**, and continue until the position is filled. Zoom interviews will be scheduled as needed on a rolling basis.
- For more inquiries about the position or the application process, please contact the Graduate College ([GradCollegeServices@MissouriState.edu](mailto:GradCollegeServices@MissouriState.edu)).

### Missouri State University An Equal Opportunity Employer

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity employer. Inquiries concerning the complaint/grievance procedure related to discrimination on the basis of a protected class, including sexual harassment and sexual assault, or compliance with federal and state laws and guidelines, should be addressed to the Director, Office for Institutional Compliance, Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, [Compliance@MissouriState.edu](mailto:Compliance@MissouriState.edu), 417-836-4252.