

## *Assessment and Accreditation Graduate Assistant Position*

The Office of Assessment and Accreditation exists to bring meaning to data collected across campus with the goal of improving student learning. To accomplish this goal, the office provides a variety of workshops, consultations, and reports to the campus community. Graduate assistants are very important members of the staff and are given a range of responsibilities that will allow them to develop professionally, academically, and personally. Our goal is to hire graduate students who are interested in learning and developing in all three of these areas and who will contribute their best efforts to help improve the communication of student learning at Missouri State University. The position begins in August 2025, but eligible students may be able to begin in June of 2025.

### **Graduate assistants in the Office of Assessment and Accreditation will be involved in the following:**

1. Assist with evidence collection, editing, and formatting of the university accreditation report ahead of the Higher Learning Commission's visit in 2026
2. Developing and editing other communications (reports, PowerPoint slides, flyers, brochures, web pages) for a variety of audiences
3. Helping prepare presentations on the results of student learning research to campus affiliates
4. Helping with the collection, analysis, and reporting of data for university-wide research projects
5. Clerical, administrative, and additional tasks as needed

### **Strong candidates will possess the following qualities:**

- Strong written and oral communication skills
- Professional writing/editing experience preferred
- Experience working with Microsoft Office software
- Ability to learn new software applications as needed
- Attention to detail
- Professionalism and Dependability
- Organizational skills

**Submit Cover Letter and CV to [Assessment@missouristate.edu](mailto:Assessment@missouristate.edu)**

### **How many hours are graduate assistants expected to work?**

Graduate assistants are expected to work 20 hours a week.

### **Are Office of Assessment and Accreditation graduate assistants paid?**

Our graduate assistants receive a stipend for living expenses and a fee waiver scholarship for each semester of appointment. The fee waiver will pay for graduate level courses that are part of your Advisor Approved Program of Study. More information about these benefits is available on the [Fee Waiver](#) page. Graduate assistants are required to complete a minimum of 6 hours of graduate course work (600-level or above) during each fall and spring semester. Summer graduate assistants are required to complete a minimum of 3 hours of graduate course work during the summer session.

**Note:** You cannot hold any additional on-campus positions other than your graduate assistantship during the time of your appointment. For more information, go to <http://graduate.missouristate.edu/currentstudents/Assistantships.htm>.