

## Graduate Assistant, Access and Success Programs: Bears Lead

### **Job Summary:**

Assist the Bears Lead office in its mission to support the achievement and retention of first-generation, low-income students. This position provides experience in programming, recruitment, promotion, and student support.

### **Supervision:**

Reports to the Assistant Director of Access and Success Programs, who is under the supervision of the Director of Success and Access Programs.

### **Primary Responsibilities:**

- Maintain a safe and welcoming environment for students
- Help coordinate Bears Lead programming, attending events when needed
- Support recruitment for Bears Lead through development of promotional materials
- Promote Bears Lead through weekly newsletter, social media, and email reminders
- Serve on the executive board of the Bears Lead Ambassador student organization
- Success coach Bears Lead students as needed

### **Other Responsibilities:**

- Assist with other Bears Lead projects and assignments as needed
- Attend bi-weekly staff meetings and 1-1 meetings
- Serve on committees as needed

### **Required Qualifications:**

- Admittance to an MSU graduate program and compliance with [qualifications](#) for a graduate assistantship
- Excellent oral and written communication skills and comfortability presenting to groups
- Strong organizational skills and attention to detail
- High level of professionalism
- Ability to work both independently and collaboratively with students, faculty and staff
- Proficiency with Microsoft Office
- Availability Monday-Friday 20 hours per week, occasional weekend and evening events required

### **Preferred Qualifications:**

- Experience working with first generation, low-income students
- Experience working with students in an academic setting
- Proficiency in website management, social media, and/or graphic design (Canva)
- Knowledge of university policies and procedures
- Programming and event coordinating experience
- Ability and willingness to drive a university vehicle when needed

### **Preferences**

Preference given to applicants enrolled in Education, Counseling or related graduate programs.

**To Apply:**

Submit a resume and cover letter to [bearsLead@missouristate.edu](mailto:bearsLead@missouristate.edu).

If you have any questions about the position or the Bears Lead program please contact Alaina Smith at [alainasmith@missouristate.edu](mailto:alainasmith@missouristate.edu).