

Graduate Assistant Position for Fall of 2026 and Spring of 2027

We are seeking a Graduate Assistant (GA) for fall of 2026 and spring of 2027. The GA will work for 20 hours per week (any time between 8 a.m. and 5 p.m.), Monday through Friday, with Monday being the busiest day.

The GA should have the following knowledge and skills:

-Basic knowledge of Braille reading and writing;

Basic data entry and analysis skills;

- Familiarity with Excel and/or SPSS, and Brightspace platform;
- Ability to learn assistive technology fundamentals for scanning ink print materials and embossing braille (takes about 3 hours to learn the process, and the appointed candidate will receive initial training from the outgoing GA for about three hours;
- Good computer and word processing skills;
- Manage courses and students' information on the Brightspace platform;
- Able to read aloud to the professor ink print material;
- Good oral and written communication skills;
- Good personal and organizational skills related to sending and receiving instructional materials; and
- Research skills related to Internet and library searches.

If eligible, email your resume (including names, email addresses, and phone numbers of three professional references) to: paulajuwon@missouristate.edu

Eligible applicants will be interviewed virtually ASAP. Applicants invited for in-person interview should come with their fall 2026 course schedule (if available).

NOTE: The successful GA will receive brief training on Brightspace from FCTL.

Thanks.