



The Office of Admissions, housed within Enrollment Services, serves on the front line of recruiting first-time, new-in-college (FTNIC) and transfer students to Missouri State University. Graduate Assistants are viewed as emerging professionals and will take on many of the same responsibilities as our full-time admissions counselors. This position begins in the fall 2026 semester. **To apply for this position, submit your resume and a letter of interest to Heath Riddle-Sims, Director of Admissions, at HeathRiddle-Sims@MissouriState.edu.**

Duties and responsibilities

- Deliver informational presentations to prospective students and families
- Host one-on-one meetings with prospective students and families
- Assist with office coverage and walk-in traffic
- Manage admissions' general email inboxes
- Participate in phone and text message recruitment campaigns
- Assist in the planning and execution of special admissions events (limited weekend work is required)
- Handle special projects and assignments relating to new student recruitment
- Other duties as assigned

Requirements

- Strong oral and written communication skills
- Sensitivity to recruitment and retention of a diverse student body
- Commitment to exceptional customer service for prospective students and families
- Strong organizational skills
- High attention to detail
- Ability to learn database systems, CRM platforms, marketing tools, and Microsoft Office
- Willingness to engage with individuals from diverse cultures and backgrounds
- Enthusiasm for Missouri State and commitment to student success

Organizational Relationships

- Reports directly to the Associate Director of Admission.

Terms of Employment

- Must be enrolled in at least nine graduate credit hours of graduate-level courses at Missouri State per semester of appointment in the fall and spring semesters
- Must be able to commit to:
 - An average of twenty hours per week for fall and spring semesters, preferably spread over five days a week, although scheduling is flexible

Compensation

- During fall and spring semesters, the Graduate Assistant will receive tuition remission and a monthly stipend in nine equal payments