

Graduate Assistant Job Description
Adult Student Services and Dual Credit
Missouri State University
Summer 2026 and 2026-2027 Academic Year

The Adult Student Services office transitions, engages, and integrates adult learners into the academic and co-curricular cultures at Missouri State University. The office oversees several programs including but not limited to: Transfer 2+2 plans, non-degree seeking admissions, and onboarding for nontraditional undergraduate students. We are constantly developing and exploring new initiatives within these programs to better assist our students. Adult Student Services has recently coalesced with Dual Credit. Dual Credit supports high school students taking classes for both high school and MSU college credit. Currently, Dual Credit is offered in 150+ schools within the State of Missouri. The Dual Credit office coordinates with districts and high schools to facilitate the program from the early stages of course planning and instructor approval to the admission and registration of students. Dual Credit continues to grow and be a lucrative choice for students considering college options. Together we serve a diverse population of students seeking to find their best pathways to college and promising careers.

The AS-DC office is seeking a graduate student for an assistantship for the 2026-2027 academic year (with potential for a second year) for general administrative support. This position requires a commitment of 20 hours per week during office hours (Monday-Friday, 8:00am-5:00pm). Presence in the office is required. Occasional weekend or evening work may be required.

General responsibilities include:

- Warmly greet guests, answer their questions, check in for appointments, etc.
- Managing departmental phone lines to answer questions or direct callers to the appropriate staff member/campus office
- Assisting with departmental email inbox management for Adult Student Services and Dual Credit
- Attending and participating in staff meetings, retreats, or staff development programs
- Processing required administrative paperwork and reports necessary to document services provided
- Maintaining the confidentiality of student information as required by the university, state, and federal regulations
- Assist students with scheduling with our office or guiding to the appropriate campus resource

Other duties include:

- Assisting with the planning and implementation of the Adult Student Services and Dual Credit events
- Assisting with updates and maintenance to departmental webpages, newsletters, and social media accounts
- Collaborating with other offices to support departmental initiatives
- Assisting with prospective student inquiries within the CRM
- Providing support for the campus advising scheduling tool (YouCanBook.me)
- Additional programming/support as needed
- Maintain GA training guide/manual for continuity of services and care

Supervision and Employment Dates

First day of employment: June 1, 2026

Last day of employment: May 14, 2027

Required Qualifications

- Master level student in one of the following areas: Student Affairs in Higher Education, Counseling, Educational Administration, Business Administration, or related field
 - *Must be admitted to Missouri State University and a graduate program.*
- Meet [eligibility requirements for Graduate Assistants](#)
- Excellent communication and outreach skills
- Organized, dependable, and ability to follow through with projects
- Strong customer service skills
- Technological competence (Excel, PowerPoint, social media, etc.)

Preferred Qualifications

- Experience in helping relationships (peer mentoring, advising, tutoring, etc.,)
- Involvement in extracurricular and leadership activities in college
- Independent, motivated self-starter
- Knowledge or ability to learn about campus resources for student referrals

Application

Student application materials received from external domains (non-Missouri State emails) will not be reviewed-excluding letters of recommendation sent directly from the Reference.

Submit documents to Hannah Smith at HannahSmith@MissouriState.edu

- Use subject line: 2026-2027 GA Application, {YOUR NAME}
- Send from your Missouri State student email account
- Materials Required
 - Cover Letter
 - Application for Graduate Assistantship
<https://graduate.missouristate.edu/Files/GraduateAssistants/GraduateAssistantApplicationForm.pdf>
 - Resume
 - Letter of Recommendation from someone unrelated to you, preferably from a supervisor
 - References emailing Hannah directly should use the subject line "2026-2027 {YOUR NAME} GA Recommendation"

While the position is opened until filled, the first date of consideration will be **April 1, 2026**.