

## **Graduate Assistantships**

### **Department of Special Education – Education for the Deaf and Hard of Hearing**

#### **College of Education**

##### Primary Purpose

To assist the Special Education faculty with research, marketing and recruitment, and program assistance and to assist as needed in the Counseling, Leadership, and Special Education department.

##### Supervision

Will report directly to the Special Education Faculty Coordinator and Counseling, Leadership, and Special Education Department Head.

##### GA Duties

- Assisting faculty research in areas pertaining to and related to the field of Special Education
- Assisting the Special Education office with duties and projects as assigned
- Assisting with instructional practices, including Blackboard development and grading of projects
- Comprehensive research in all forms of media
- Editing written materials
- Developing and updating marketing materials
- Providing program with assistance to faculty
- Assisting with website and social media sites
- Contacting and visiting classes to present on topics and programs
- Other duties as needed

##### Qualifications

- Must know and understand about **hearing loss** and the **development of Language**, Social/Emotional, and academics in children with hearing loss
- Excellent oral and written communication skills
- Strong organizational and interpersonal skills
- Basic skill/introduction to statistics used for education or psychology (i.e. basic stats; testing stats; or norm-referenced testing procedures)
- Attention to detail
- Familiarity with library resources
- Ability to work well with students, faculty, and staff
- Meet Missouri State University Graduate College's eligibility requirements
- Ability to take initiative and work both as an individual and as a part of a team
- Professional behavior
- Prefer two-year commitment (varies with programs)
- Marketing skills helpful
- Knowledge of website management and social media skills helpful

##### Application

Submit a cover letter, resume, and proposed spring semester availability to [SELPS@missouristate.edu](mailto:SELPS@missouristate.edu)