

# Graduate Assistantship | Honors College

The [Honors College](#) is currently accepting applications for a Graduate Assistant. The Graduate Assistant will work 20 hours per week while taking courses towards their graduate degree requirements. The period of appointment for this position is Summer 2025, Fall 2025, and Spring 2026.

## Position responsibilities:

- Serving as the Managing Editor for [LOGOS: A Journal of Undergraduate Research](#), which involves directing the publication of the journal; supervising and training the student Editorial Team; managing the copy editor intern; participating in strategic planning for the journal; soliciting student and faculty participation; marketing the journal to critical constituencies; maintaining the *LOGOS* website; organizing *LOGOS*-related events;
- Participating in Honors College recruitment initiatives, including advising prospective students on the features of the program, Admissions and Financial Aid application processes, and opportunities available at Missouri State University; speaking at Admissions events (some weekends and evenings may be required); developing recruitment materials for print and web publication;
- Assisting undergraduate students in the Honors College at SOAR and throughout the academic year with course selection and registration, completion of Honors College academic requirements, and student developmental opportunities;
- Assisting with the planning and organization of Honors College events (some weekends and evenings may be required);
- Providing administrative support to Honors College staff as needed;
- Other duties as assigned.

## Position Details:

- Candidates must have earned an undergraduate degree prior to the official start date;
- Graduation from the Missouri State University Honors College is preferred;
- Candidates must be enrolled in a Missouri State University graduate degree program as of Summer 2025;
- Candidates must enroll in at least **6 graduate credit hours** per academic semester (**3 credits during summer**);
- Candidates must be prepared to work and to take graduate courses during summer months;
- Start date is June 2, 2025.

## Position Benefits:

- The Graduate Assistant will receive a stipend for Summer 2025 and the 2025-2026 academic year and a [Graduate Assistant Fee Waiver Scholarship](#).

## Position Qualifications:

- Commitment to supporting the value of a liberal arts honors program;
- Demonstrated record of academic research and writing;



- Demonstrated record of student activities and leadership;
- Excellent interpersonal communication skills;
- Experience in public speaking;
- Proficiency with MS Office applications, particularly with MS Word;
- Experience with publishing software, including MS Publisher, InDesign, and Photoshop, is desirable;
- Experience with web-publication applications, such as Omni CMS, is desirable;
- Previous editorial experience with student-produced publications is desirable;
- Knowledge of social media applications and their organizational utilization is desirable.

#### Application Procedures:

Applicants should submit the following materials:

- Cover letter;
- [Application for Graduate Assistantship form](#);
- Resume;
- Names and contact information for three references;

**Priority consideration deadline is March 7, 2025**

Submit applications to:

Casondra Prock, Search Coordinator  
Honors College  
Meyer Library 202  
Missouri State University  
901 South National Ave.  
Springfield, MO 65897

Direct inquiries to [honorscollege@missouristate.edu](mailto:honorscollege@missouristate.edu).

For additional information, visit [www.missouristate.edu/honors](http://www.missouristate.edu/honors) and <https://www.missouristate.edu/logos/default.htm>.