

Graduate Assistant to Support National Science Foundation (NSF) ADVANCE Project

Missouri State University's National Science Foundation (NSF) ADVANCE project proposes to adapt evidence-based strategies to increase access, to facilitate a positive working environment, and to improve transparent and fair tenure and promotion outcomes for all faculty in STEM. Our team consists of faculty and administrators from various disciplinary backgrounds, with a solid expertise in the natural and social sciences and a commitment to creating an environment where all STEM faculty can thrive.

Primary purpose of the graduate assistant: Support and liaise between ADVANCE team members.

Directly report to ADVANCE fellow, Dr. Randi Ulbricht

Duties and responsibilities

- Support communication and special projects with the ADVANCE team
- Attend regular meetings with ADVANCE team members
- Assist in the planning and execution of special events and regular meetings
- Social media and web site management
- Other duties as assigned
- Work 20 hours weekly during our operating hours, Monday-Friday 8am-5pm

Required skills

- Excellent oral and written communication skills
- Excellent organizational skills
- Punctual and reliable
- Work with minimal supervision
- Basic graphic design skills using programs such as Canva
- Microsoft office skills
- Ability to learn basic website management and data analysis
- Must be able to work for the entirety of the 2025 Summer, and 2025 Fall semesters.

To apply: Please submit your application, including a current resume and cover letter explaining your interest to [the submission site](#). Direct any questions to Randi Ulbricht at RandiUlbricht@MissouriState.edu