

Graduate Assistantship

Faculty Center for Teaching and Learning

The [Faculty Center for Teaching and Learning](#) (FCTL) is currently accepting applications for a Graduate Assistant. The primary role of this GA position will be assisting with communication and marketing of FCTL programs and events. The Graduate Assistant will work 20 hours per week (any time between 8 am and 5 pm, Monday through Friday) while taking courses towards their graduate degree requirements. Based on the nature of work to be performed, this position is a good opportunity for graduate students pursuing a degree in Marketing, Communication, Writing, Technical Writing, Education, or Psychology.

The period of appointment for this position:

Spring 2027

Description of Work:

- **Marketing Strategy:** Assist with developing and implementing marketing strategies around FCTL events, programs, and initiatives.
- **Web Editor:** Using the university's Omni Content Management System will assist with managing and updating the department's website.
- **Social Media Management:** Assist with the management of the department's social media channels including content creation and maintaining a publication schedule.
- **Writing and other Content Development:** Assist with the creation of written, visual, and multimedia content to promote the work of the FCTL.
- **Technical Writing:** Assist with the development of technical resources supporting faculty use of the learning management system and the creation of other faculty development materials.
- **User Accessibility and Brand/Styles Reviews:** Provide accessibility testing and reviews of department marketing materials ensuring quality of the materials, user accessibility, and compliance with university brand and editorial style guides.
- **Asset Management:** Identify university photographs that can be purchased or open-source assets that are available managing these holdings so they can be easily retrieved by staff.
- **Data Management:** Create online forms and manage data collection.
- **Marketing Research:** Analyze website traffic/usage, analyze and write executive reports of data collected through user surveys/evaluations, conduct other research on marketing trends that are applicable to the marketing efforts of the department.
- **Other Duties:** Proofreading and copy-editing assistance, office and technical support that may contribute to the many activities and operations of the FCTL.

Required Skills and Abilities:

- Highly motivated and capable of working as part of a team.
- Has exceptional writing and editing skills.
- Astute analytical skills and attention to detail.
- Experience working with Microsoft Office Suite.
- Familiarity with Qualtrics, Excel, or other programs supporting export/import and data analysis.

- Knowledge of best practices in professional social media postings for Facebook, X, Instagram, LinkedIn or other social media that can be used in organizational communications.

Preferred Skills:

These are preferred and it is not expected to have all these skills; training will be provided on university specific software and procedures.

- Omni CMS, Brightspace LMS, Team Dynamix Knowledge Base, web standards, photography, videography, and print design.

Qualifications:

- Be admitted to a graduate program at MSU.
- A minimum GPA of 3.00 on the undergraduate cumulative or last 60 hours for first-time graduate students without graduate credit hours. Students with graduate credit hours, 9 hours or more, must have a minimum graduate cumulative GPA of 3.0.
- Meet all of the other eligibility requirements as stated by the Graduate College for a Graduate Assistantship (<http://graduate.missouristate.edu/assistantship.htm>)

Deadline to apply:

October 22, 2026, or until filled.

Applicants to be interviewed are asked to bring their Spring 2027 course schedule and anticipated graduate date.

To apply:

Submit a cover letter, current resumé (including names, email addresses, and phone numbers of three professional references), and Graduate Assistantship application to:

Missouri State University
Attn: Serena Whorton
901 S. National Ave., Meyer Library 204
Springfield, MO 65897

Or email information to:

FCTL@MissouriState.edu