

Graduate Assistant
McQueary College of Health and Human Services Student Success and Advisement Center

Primary Purpose

To assist the McQueary College of Health and Human Services (MCHHS) Student Success and Advisement Center staff by; participating in marketing and recruitment activities specifically including giving and coordinating group tours and visits; assisting with the maintenance of the Brightspace site, website, and social media platforms; and performing general office duties for the MCHHS Student Success and Advisement Center (greeting students, answering phones, scheduling appointments, etc.).

Supervision

Will report to the MCHHS Student Success and Advisement Center Director

Time Requirements:

The Graduate Assistants are required to work 20 hours each week. Work will mostly occur Monday-Friday between the hours of 8 a.m. and 5 p.m., although there is potential for some evening and weekend hours. There may be some local travel required. Must be available to work on Fridays; work will be required to occur in the office (no remote work for this position).

Start Date:

The position will begin in Fall 2025. Graduate Assistants are required to report to work the week prior to the start of classes.

GA Duties

- Assists with coordinating events and/or meeting with prospective students interested in the majors served by MCHHS; give tours of facilities; present to groups who may visit campus about the College
- Coordinates large-scale high school group visits to MCHHS, which includes communication with high school representatives, building schedules, rotations for events, coordinates with Admin Specialist to ensure lunch vouchers and parking passes are secured, coordinating with faculty and staff volunteers, and managing registration platform, website, and email.
- Performs general office duties for the MCHHS Student Success and Advisement Center when needed. This includes answering phones, scheduling appointments, greeting visitors, and running errands.
- Perform other duties as needed

Qualifications

- Have achieved a minimum undergraduate cumulative GPA of a 3.25
- Excellent oral and written communication skills
- Strong organizational skills
- Strong interpersonal skills
- Comfortable presenting to groups
- Strong attention to detail
- High level of professionalism
- Ability to work cooperatively with students, faculty, and staff
- Ability to take initiative and work both independently and as a part of a team
- Ability to utilize Microsoft Office products (Word, Excel, etc.)
- Knowledge of website management and social media skills helpful
- Graphic design skills and/or experience using Adobe InDesign, Canva, and Photoshop helpful

Application

Email a cover letter, resume, and GA application to the MCHHS Student Success and Advisement Center email – MCHHSAdvisement@Missouristate.edu. A face-to-face interview will be required of finalists for the position.