

**Graduate Assistantship
Marketing and Communications Assistant
Darr College of Agriculture**

This position supports the marketing and communications of the Darr College of Agriculture (DCOAG). Through writing, technical assistance, social media, and other tasks, the graduate assistant will help the DCOAG achieve targeted public relations and marketing objectives that align with its strategic plan.

Supervision

The graduate assistant will report to the communications coordinator for the DCOAG.

Requirements

- Admittance to an MSU graduate program and compliance with qualifications for a graduate assistantship Must be available to work on average 20 hours per week during summer, fall, and spring semesters; schedule may change each semester to accommodate class schedule
- Working knowledge of software products/applications, like Microsoft Office, Canva, Grammarly, and all relevant social media platforms is required
- Must have strong professional written and oral communication skills; be detail-oriented and organized
- Ability to take direction, work independently, and produce results

Preferred Skills

- Knowledge/experience with content creation for social media
- Knowledge/experience with graphic design tools like Canva or Adobe products
- Writing, editing, and proofreading skills

Primary Responsibilities

- Develop and post marketing content for digital distribution on social media channels
- Promote DCOAG events through social media
- Write blog posts that reinforce the DCOAG marketing messages
- Keep TV/Kiosk information up to date with events, programs, and employee/member spotlights

Other Possible Responsibilities

- Assist with creating newsletters and/or other communication material
- Research and assist in the purchase of promotional items
- Facilitate submissions to various Missouri State newsletters/blogs for the DCOAG
- Photograph DCOAG events for marketing use

To Apply

Submit the [Graduate Assistantship Application Form](#), a resume, and a cover letter to Agriculture@MissouriState.edu. Questions can also be directed to Agriculture@MissouriState.edu. Position will remain open until filled.