

Graduate Assistant: Graduate Interdisciplinary Programs

The [Graduate Interdisciplinary Programs](#) office is seeking a detail-oriented and motivated Graduate Assistant (GA) to support program administration and advising. This position offers the opportunity to be involved in a wide range of program support tasks, including maintaining program of study documents, managing student communication, organizing student records, and tracking program data.

APPOINTMENT DURATION

- Start Date: May 26, 2026, or August 10, 2026
- End Date: May 14, 2027 (may be eligible for reappointment)
- Coverage: Fall and Spring Semesters (Summer 2026 tuition/fee waiver coverage available)

SKILLS AND PROFICIENCIES

- Experience working with Microsoft Office (Word, Excel, etc.), Office365 (OneDrive, SharePoint), Brightspace, and Adobe.
- Exceptional communication, writing, and analytic skills; problem solving finesse.
- Must be detail-oriented, context-sensitive, self-motivated, and able to observe and analyze situations in a complex human system.
- Superior organization skills; conceptual flexibility for a rapidly evolving environment.
- Knowledge of database cross-referencing, experience in student affairs and/or advising, customer service intuition and enthusiasm.
- A willingness to learn and practice effective cultural competence across many cultural differences.
- Commitment to discretion, confidentiality, and skilled stress management.

JOB DUTIES

The GIP GA will be responsible for:

- Working closely with the Associate Director (AD) in managing all aspects of Graduate Interdisciplinary Programs.
- Processing student program-of-study documents and tracking student records.
- Managing graduation pipelines for two degree programs and two graduate certificate programs.
- Communicating regularly with students about a wide range of concerns.
- Assisting AD with coordinating international cohort programs and multiple cross-disciplinary cooperative arrangements within Missouri State.
- Collating, tabulating, and updating statistical information on the various GIP programs.

- Managing and organizing student records and office records.
- Communicating with AD and Graduate College office about student progress.
- Monitoring and managing Brightspace graduation community.
- Responding to phone or face-to-face inquiries as needed.
- Assisting with updating the Graduate College GA Manual.
- Other duties as assigned based on the needs of Graduate Interdisciplinary Programs.

APPLICATION PROCESS

- Interested candidates are invited to complete and submit the [application form](#).
 - **Please note:** The Graduate College is hiring for multiple GA positions. Applicants may apply to one or more of the open Graduate College GA positions using the single form.
 - As part of the application, you will be asked to:
 1. **Complete the [Qualtrics application form](#)** in full.
 2. **Rank the GA positions** in which you are interested (from highest to lowest preference).
 3. **Upload a current resume** highlighting relevant skills and experience.
 4. **Respond to position-specific questions/prompts** related to how your skills and experience might align with various roles.
- Incomplete submissions will not be considered.
- Review of applications will begin **March 23, 2026**, and continue until the position is filled. Zoom interviews will be scheduled as needed on a rolling basis.
- For more inquiries about the position or the application process, please contact Warren Frerichs, Associate Director of GIP, at MPS@MissouriState.edu.

Missouri State University An Equal Opportunity Employer

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity employer. Inquiries concerning the complaint/grievance procedure related to discrimination on the basis of a protected class, including sexual harassment and sexual assault, or compliance with federal and state laws and guidelines, should be addressed to the Director, Office for Institutional Compliance, Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, Compliance@MissouriState.edu, 417-836-4252.