

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.

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