

## **Job Title: Marketing & Recruitment Graduate Assistant for the Graduate College**

The Graduate College (GC) is seeking a detail oriented and motivated Graduate Assistant (GA) to support our Director of Marketing, Communications, and External Relations. This position offers the opportunity to be involved in a wide range of tasks, including social media content generation, blog creation, website editing, email marketing through our CRM software, event support, providing campus tours/visits for prospective students, and administrative support for the Graduate College office, as necessary.

We are hiring two Marketing & Recruitment GA positions for the 26-27 academic year.

### **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**

- Social Media Experience: Knowledge of and experience with best practices in professional social media posting and engagement.
- Content Creation Experience: Knowledge of and experience with content creation software such as Adobe, Canva, etc.
- Brand Management: The ability to maintain the Missouri State and Graduate College brand standards through a variety of communication channels.
- Data Analysis: The ability to collect and analyze data to make informed decisions.
- Digital Marketing: Knowledge of digital marketing trends and tools.
- Website Editing Experience: Knowledge of and experience with best practices for website design and implementation.
- Microsoft Office Proficiency: Skilled in using Microsoft Office Suite for various administrative tasks.
- Communication Skills: Strong written and oral communication skills with excellent professionalism and the ability to represent MO State well.
- Self-Motivated & Directed: The ability to work independently with minimal supervision, showing initiative and a proactive approach to tasks.
- Attention to Detail: Keen attention to detail, ensuring accuracy and quality in all tasks.
- Adaptability: Dependable and agile, with the ability to excel in a fluid and fast-paced environment.
- Collaboration: The ability to work on multiple projects with other members of the team.

### **Application for the Graduate College Marketing & Recruitment Graduate Assistant**

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 the Graduate College ([GradCollegeServices@MissouriState.edu](mailto:GradCollegeServices@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](mailto:Compliance@MissouriState.edu), 417-836-4252.