

## **Office of the President Graduate Assistant**

### **Missouri State University**

The Office of the President is accepting Graduate Assistant applications for the Academic Year 2025-2026, with potential to continue GA employment into Summer 2026 and Academic Year 2026-2027.

The Graduate Assistant will work in the Office of the President for 20 hours a week, located in Carrington 201, on the Springfield Campus.

#### **Requirements:**

- Meet all eligibility requirements for a Graduate Assistantship as stated by the Graduate College ([Graduate Assistantship Eligibility - Chapter Three: Academic Policies - Policy Library - Missouri State](#))
- Must be able to work 20 hours per week between the hours of 8am - 5pm in the Office of the President Monday – Friday. This schedule will be built with/around class schedules
- Working knowledge of Microsoft Office Software including Excel, Email and Teams is required.
- Must have strong professional written and oral communication skills
- Exceptional organizational skills, and problem-solving attitude
- Must be detail oriented and context sensitive
- Ability to maintain confidentiality and have a commitment to discretion
- Maintain appropriate work behavior and dress code

#### **Job Duties may include, but are not limited to:**

- Working closely with Executive Assistant and Executive Vice President, aiding any tasks deemed necessary, including office events and communications
- Assisting with day-to-day office functions such as making copies, filing, errands, and others as needed
- Monitoring the Presidents email inbox
- Responding to phone or face-to-face inquires as needed
- Creating, editing, or proofreading letters, emails, event invites, etc.
- Internal data and web research to gather information and make notes on individuals, companies, and external occurrences

- Contacting internal and external colleagues, friends of the university, legislators, etc.
- Data handling using Excel and other tools
- Social media monitoring
- Working on special projects and performing other duties as assigned

### **To Apply**

- Complete and submit ALL of these documents via email to [president@missouristate.edu](mailto:president@missouristate.edu)
  - Graduate Assistant Application form ([GAApplication.pdf](#))
  - Resume
  - Cover Letter
  - Example of the following: written work, presentation, oral communication / speech
  - 2 letters of recommendation

**Deadline to Apply** – March 14, 2025

(Interviews will be scheduled as needed on a rolling basis)