

Graduate Assistant
Student Success and Advisement Center
Darr College of Agriculture

Job Summary

This position supports the responsibilities of the Student Success and Advisement Center (SSAC), assists in career development events, mentors student leaders, and provides advising and registration support to Darr College of Agriculture (DCOAG) students. The Graduate Assistant role requires 20 hours per week within SSAC hours (Monday – Friday, 8:00 AM – 5:00 PM). Occasional evening and weekend events may be required.

Supervision

This Graduate Assistant will report to the Director of the Darr College of Agriculture Student Success and Advisement Center.

Primary Responsibilities

- Provide support to DCOAG students including registration assistance, study skill coaching, and assisting with career development workshops
- Assist in maintaining DCOAG Brightspace Community, a resource hub including information on jobs, internships, student organizations, and events
- Support group advising sessions for major-specific groups
- Assist in coordination of the annual DCOAG Career Expo
- Provide registration support during SOAR [only applicable during summer terms]
- Support the DCOAG President's Council, guiding student leaders in university policy, securing funding, and engaging the college
- Develop advising resources to be utilized by college students, faculty, and staff
- Create DCOAG SSAC social media content
- Connect DCOAG students to campus and community resources

Other Responsibilities

- Assist Director, Senior Academic Advisor, and DCOAG as needed
- Attend DCOAG events as relevant

Required Qualifications

- Admittance to an MSU graduate program and compliance with qualifications for a graduate assistantship
- Strong interpersonal and communication skills
- Ability to work independently on assigned projects and initiatives, as well as collaboratively
- Strong understanding of the academic advising process from a student perspective
- Proficiency in Microsoft Office

Preferred Qualifications

- Experience in a student leadership position
- Proficiency in basic digital design

To Apply

Complete the application form: <https://forms.office.com/r/4vB63F551T>

Questions can be directed to AgAdvisement@MissouriState.edu