

Educational Access Program - Graduate Assistant
Southeast Missouri State University
TRIO and Educational Access Programs

Position:	Graduate Assistant for Educational Access Programs (Department Funded)
Supervisor:	Educational Access Programs Coordinator
Major Administrator:	Director of TRIO and Educational Access Programs
Required Qualifications:	Bachelor's degree and acceptance into a graduate program at Southeast Missouri State University
Preferred Qualifications:	Bachelor's degree in social work, Education, or Humanity/ Social Science field
Required Skill Sets:	Strong written and verbal communication skills including presentation skills; experience with Microsoft Office; ability to create and analyze reports, maintain confidential information, work cooperatively with colleagues, and establish an effective rapport with students, faculty, and staff.

General Responsibilities:

- Evaluate students and faculty/staff to fittingly match them for the student's professional and academic growth.
- Conduct student mock interviews.
- Identify campus student employment opportunities.
- Attend campus/community events and engage in outreach efforts to increase program visibility.
- Assist EAP Coordinator with conducting AMP student and mentor trainings.
- Collect, organize, and keep confidential student data and records.
- Collaborate with campus faculty/staff to support EAP students as needed.
- Facilitate communication and problem-solving between mentors and mentees under the direction of the EAP Coordinator.
- Collaborate with other TRIO and EAP Staff, graduate assistants, and student-workers to further programs and initiatives.
- Network with community partners and members to provide knowledge, resources, and support to EAP participants.
- Plan and coordinate EAP activities.
- Analyze program processes, identify trends, and areas for improvement of the program.
- Assist EAP Coordinator in budgeting activities.
- Event planning and coordination of TRIO & EAP events.

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- Manage a caseload of EAP students.
- Complete all other tasks as directed.

Day-to-Day Duties:

- Meet, assess, and advise EAP students and provide referral to resources as necessary.
- Monitor mentee academic progress and mentee-mentor relationships through contact forms, SupportNet, and virtual, face-to-face and/or, phone calls with the mentees and mentors.
- Research and provide knowledge and opportunities for professional growth for students and mentors in the Academic Mentoring Program.
- Complete all other tasks assigned by TRIO and Educational Access Programs staff.

If interested, please use the link below to complete the application:

<https://app.smartsheet.com/b/form/970e7f6b621e463ba480d6ffdda95571>