

**Position Description: Graduate Assistant in the Office of Educator Preparation**

**College of Education, Health, and Human Studies**

**Required Qualifications:**

- Eligible for Graduate Assistantship
- Ability to quickly learn and use new software applications
- Attention to detail
- Proficiency in MS Word and Excel
- History of working independently without constant oversight
- Strong written and oral communication skills
- A willingness to take initiative
- Evidence of on-the-job adaptability

**Preferred Qualifications:**

- Experience in working with data, including but not limited to the creation of reports, graphs, etc. (Google, Teams, and other Microsoft Office products)
- An ability to solve problems with some degree of independence
- Experience with various social media platforms and the ability to assist in creating content

This position will remain open until filled. The job will begin the first week of the fall 2024 semester.

To apply: Email a cover letter addressing all requirements/qualifications, a resume, and a list of 3 references to [edprep@semo.edu](mailto:edprep@semo.edu).