



Health Sciences & Athletic Training Graduate Assistant Job Description

Position: Health Science & Athletic Training Graduate Assistant

Required Qualifications: Eligibility for Graduate Assistantship

Preferred Qualifications: Bachelor's Degree in a Health Related Field

Job Description

Southeast Missouri State University is seeking a graduate assistant to assist the health sciences and athletic training faculty within the Department of Allied Health, Kinesiology, and Sport Sciences specifically with the following tasks:

- Creating standardized patient cases and implementing the experiences for students enrolled in Athletic Training courses (includes selecting and training standardized patients when needed)
- Co-teach courses within the Health Science & Athletic Training curriculum and assist with the implementation of hands-on lab experiences.
- Assist with recruitment and retention efforts within the Bachelor of Science in Health Science and Master of Science in Athletic Training Programs including (but not limited to) maintaining and developing a social media presence, attendance at Show-Me-Days and First-Steps, assisting with the development of articulation/pathway agreements, and communication with 2-year colleges in the region.
- Assist with the administration of the Athletic Training Centralized Application System (ATCAS) including (but not limited to): Communication with prospective students, evaluating completed applications, follow-up with accepted applicants, finalize collection of admission requirements, and managing the student database.
- Assist with maintaining and producing accreditation outcome data in accordance with Commission on Accreditation of Athletic Training Education (CAATE) Standards and established program learning outcomes within the Health Science program.
- Assist with data collection and health science/athletic training faculty research.
- Perform other duties as assigned in coordination with faculty within the Health Sciences & Athletic Training area.

The applicant will need to be organized, able to complete tasks as assigned, and have excellent interpersonal skills. This is a multi-faceted position and the amount of time spent on the various roles can vary depending on the person's skills and experience.

Salary:

- Graduate Assistant (GA) positions cover a full tuition and fees waiver for up to 24 hours of graduate coursework(9- Fall, 9-Spring, 6-Summer) annually as well as paying a stipend of **\$9,491**

Application Procedure:

- Please submit a cover letter, resume, and 3 references to Kyle Schneider EdD, ATC at kschneider@semo.edu.
- Applications will be reviewed on a continuous basis until the position is filled.