

**The Offices of the Provost and  
Graduate Studies**

**Spring 2025 Graduate Assistant Position Description**

The Offices of the Provost and Graduate Studies assistantship is a full-time (20 hours per week) assistantship. The position is a Spring 2025 semester assistantship subject to renewal based on performance and requirements outlined in the GA Handbook.

**Qualifications:**

- Be a graduate student at Southeast Missouri State University, either beginning or continuing in good academic standing.
- Excellent interpersonal, written, and oral communication skills.
- Strong knowledge of Microsoft Office software (Word, PowerPoint, Excel, and Outlook).
- Ability to analyze and create spreadsheets.
- Knowledge of internet/online research applications and general communication technology.
- Ability to manage website content.
- Proficiency in social media management.
- Creativity in content development.
- Ability to manage multiple projects and timelines.
- Ability to work independently and with teams.
- Strong commitment to working with multi-cultural populations.
- Self-starter, high sense of initiative, and goal-oriented.

**Assistantship Duties:**

- Facilitate accurate and timely responses to e-mail and incoming information requests.
- Facilitate and maintain elements of the graduate assistantship approval process, including database creation, spreadsheet organization, updates, research, and reporting.
- Work closely with Human Resources, Student Financial Services, International Education and Services, and other offices to insure accurate reporting of graduate assistantship contract information, fee waiver information, etc.
- Process information related to the graduate student thesis topic approval process, including committee member requests, document verification, and accurate maintenance of student records.
- Maintain/update office websites as necessary to ensure accurate, timely reporting of information or process changes.
- Create and oversee social media accounts (e.g., Instagram, LinkedIn), to share engaging content and information that highlights the offices' processes, events, and updates.
- Support various members of office staff, including document maintenance, updating meeting materials, etc.
- Assist in coordination and execution of events such as orientation sessions.
- Organize and complete special projects assigned by office staff as needed.
- Contribute ideas to potential automation and other office process efficiencies.
- Perform general office duties as needed.

To apply, please complete the online application form and upload the requested documents.  
Link to application form: <https://app.smartsheet.com/b/form/91dd863d65cc40048a48f2449d574d6a>

Application form submissions are due by 02/14/2025.  
Please contact [graduatestudies@semo.edu](mailto:graduatestudies@semo.edu) if you have any questions.