The Offices of the Provost and Graduate Studies

Spring 2027 Graduate Assistant Position Description

The Offices of the Provost and Graduate Studies assistantship is full-time (20 hours per week) assistantship. The position is a Spring 2027 semester assistantship subject to renewal based on performance and requirements outlined in the GA Handbook.

Qualifications:

- 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, has a high sense of initiative, and is goal-oriented

Assistantship Duties:

- Facilitate accurate and timely responses to email 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 ensure 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 graduate student processes, events, and updates.
- Support various members of office staff, including document maintenance, updating meetings 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: Click Here

Applications will be accepted until the position is filled.
Please contact graduatestudies@semo.edu if you have any questions.