

Office of the President

Fall 2026 Graduate Assistant Position Description

The Office of the President assistantship is full-time (20 hours per week) assistantship. The position is a Fall 2026 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
- 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:

- Assist with records management (such as Sunshine/FOIA requests) and reviewing standard campus contracts.
- Support the planning and execution of SEMO NOW! advocacy network events, community engagement initiatives, and legislative visits.
- Assist in preparation of Board of Governors meetings, and organize and update Board archives.
- Review state and federal laws, board policies, administrative rules, best practices, and peer institution initiatives that impact the university.
- Monitor pending local, state, and federal legislation, preparing legislative briefing materials, and tracking higher education policy.
- Assist in scheduling, coordinating, and preparing materials for meetings with elected officials, government agencies, community leaders, and external stakeholders.
- Draft correspondence, briefing documents, talking points, meeting agendas, and follow-up communications.
- Maintain professionalism and confidentiality when handling sensitive information and communications.
- Maintain/update office websites as necessary to ensure accurate, timely reporting of information or process changes.
- Assist in coordination and execution of events as necessary.
- Organize and complete special projects assigned by office staff as needed.
- Perform other administrative and project-based duties in support of the President, Government Relations, General Counsel, and Board of Governors as assigned.

Application Deadline: Friday, August 7, 2026.

How to Apply:

- Complete the Microsoft Form application linked here: [Application Link](#)
 - Note: You must be logged into your SEMO account to complete the form.

- Within the Microsoft Form application:
 - Submit a cover letter expressing your interest and explaining how your experience and skills demonstrate your ability to perform the position responsibilities.
 - Submit a current resume.
 - Submit a recent copy of all academic transcripts (unofficial is acceptable).
 - Submit contact information for at least three professional references.

For questions about this position, please contact Chris Martin, Chief of Staff and General Counsel, via email at cmartin@semo.edu. Phone inquiries will not be accepted.