

JOB DESCRIPTION
Southeast Missouri State University
TRIO and Educational Access Programs

Position: Graduate Assistant for TRIO/Student Support Services (SSS)

Supervisor: Intake Specialist, TRIO/SSS & TRIO/McNair

Major Administrator: Director, TRIO and Educational Access Programs

Qualifications: Bachelor's Degree, Acceptance into Southeast Missouri State University's graduate program

Preferred Qualifications: Bachelor's Degree, former TRIO/SSS participant, and experience working with students

Required Skill Sets: Strong verbal and written communication skills, experience with Microsoft Office, ability to create and analyze reports, maintain confidential information, work cooperatively with colleagues, and establish an effective rapport with students, faculty and staff.

General Responsibilities: Provide individual or small group assistance for students on a regular basis. Assist TRIO and Educational Access Programs (EAP) staff in program activity planning, implementation, and evaluation. Perform activities that support and enhance student persistence and graduation.

- Assists SSS students in the career preparation process and/or graduate school application and review process.
- Activities may include, but are not limited to, supporting new student orientations, improving the TRIO/Student Support Services Senior Initiative program, developing publications for programming, and facilitating student involvement in social and support related activities.
- Assists Student Support Services (SSS) participants by helping with the designing, implementing, and evaluation of workshops on the following topics: career exploration and readiness, generating resumes and cover letters, professionalism workshops, utilizing campus and external resources, and financial literacy and planning after degree completion.
- Assists the office with recruiting eligible participants and providing program intakes.

- Align university, department, and program strategies to assist in improving retention and graduation rates of program participants.

Opportunities for professional development anticipated:

The TRIO/SSS Graduate Assistant may have the opportunity to attend relevant trainings or activities related to the overarching work of TRIO and Educational Access Programs.

Specific Duties:

- Assist with TRIO/EAP student Orientation(s), scholarship interviews, Academic Mentoring Program interviews, and/or Intakes as requested
- Coordinate career focused activities for TRIO and Educational Access Programs students
- Assist with the planning, organizing, and execution of program meetings, student workshops, seminars, and special events
- Identify and schedule potential graduation preparation meetings with TRIO/SSS and eligible student populations who have completed 90 or more credit hours
- Maintain TRIO/SSS participant caseload contacts and document meetings accordingly
- Contribute to SSS/McNair/EAP retention programming
- Support the social media component of marketing, branding, and promoting students, events, activities, and initiatives
- Some duties may include potential travel, day trips, and evening hours