

Graduate Assistant Position Description

The Jane Stephens Honors Program

The Jane Stephens Honors Program assistantship is a full-time (20 hours per week) assistantship. The position is a nine-month position, 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.
- Ability to manage multiple projects and timelines.
- Ability to work independently and with teams.
- Demonstrated commitment to working with multi-cultural populations and awareness of issues affecting women and minorities.
- Strong knowledge of Microsoft Office software (Word, PowerPoint, Excel, and Outlook).
- Knowledge of internet/online research applications and general communication technology.
- Self-starter, high sense of initiative, and goal oriented.

Assistantship Duties:

- Assist with recruiting new students for the Jane Stephens Honors Program at events such Show Me Day(s), First STEP(s), Transfer Student Orientation(s), the Welcome Back Picnic, etc.
- Help plan, organize, and attend Show Me Day(s), First STEP(s), Transfer Student Orientation(s), Welcome Back Picnic, etc.
- Coordinate with the Director and staff to develop Honors Program activities and events and create advertising for those events and activities via social media, Newswire, etc.
- Coordinate with the Director the annual Student Research Conference, including recruitment of student and faculty participants, organizing and conducting training(s), compiling submission and entry data, etc.
- Assist with preparations for the Honors Convocation, including arranging RSVPs, ordering medallions, and setting up the venue, etc.
- Serve as an advisor to the Honors Student Council.
- Provide class supervision for HN499, including orientation for students, creating overrides and contracts, etc.
- Code new Honors Students in Banner.
- Maintain daily office hours as scheduled.
- Assist with advising Honors students.
- Answer questions from faculty, staff, and students.
- Participate in the tracking and notifying of the student retention standards and the Honors faculty retention standard.
- Order and maintain Honors House kitchen inventory.

To apply, please complete the online form and upload a current resume that includes at least three references. The online form can be found at: <https://app.smartsheet.com/b/form/d7121f666686401295c20dc0183313a2>