Graduate Assistant Position
Jane Stephens Honors Program

The Jane Stephens Honors Program at Southeast Missouri State University is looking for a Graduate Assistant for the academic year beginning in the fall semester of 2016.

About the Jane Stephens Honors Program: The Jane Stephens Honors Program helps students stand out from their peers. By offering educational opportunities tailored to the special needs, aspirations and motivations of students whose intellectual and creative abilities are outstanding, the Jane Stephens Honors Program underscores Southeast Missouri State University’s commitment to quality and excellence in matters of knowledge, creativity and leadership.

Primary Position Responsibilities:

- Work with the Director to plan and implement program improvements
- Maintain daily office hours as scheduled
- Supervise student workers during scheduled office hours
- Assist with advising honors students and recruiting new students for the Jane Stephens Honors Program
- Help plan and organize the Jane Stephens Honors Program involvement in Show Me Days, First STEPs, and Transfer Student Orientations as well as be present to answer any questions from faculty, staff, and students
- Serve as an adviser to the Student Honors Council
- Assist with preparations for the Honors Convocation
- Other duties as assigned

Benefits: A complete tuition remission is available for Missouri and non-Missouri residents including a stipend of approximately $8,467.20 per academic year.

Evaluation/Renewal: This position is renewable for an additional year pending a complete evaluation of candidate performance and duties. Termination or non-renewal of the assistantship may result if specific duties are not accomplished or the candidate receives documented poor performance reviews.

Application Deadline: March 21, 2016 (Position open until filled)

How to Apply: Please send a cover letter, resume, and contact information for at least three professional references via email to:

Ashley Showalter
Administrative Assistant
Jane Stephens Honors Program
Office Phone: (573) 651-2513
arshowalter@semo.edu