JOB DESCRIPTION
Southeast Missouri State University
Academic Support Centers

Position: Graduate Assistant for Graduate Level Recruitment

Supervisor: Director, McNair Scholars Program/Coordinator of Educational Access Programs

Major Administrator: Associate Dean of Students and Director of Student Retention

Qualifications: Eligibility for Graduate Assistantship

General Responsibilities: Implements scholarly activities and services designed to inform and prepare students for graduate school admission and study.

Duties:

1. Assists with designing, implementing and evaluating a continuous recruitment plan for students seeking entrance into graduate school.

2. Implements activities and services designed to increase the knowledge of graduate studies opportunities that are available at Southeast Missouri State University.

3. Assisting students in the organization, planning and preparation of application materials for graduate studies admission. This will include financial aid and fellowships.

4. Assists with designing, implementing, and evaluating graduate school preparation initiatives to better serve the students at Southeast Missouri State University.

5. Provides workshops and individual sessions with students that have been identified by University faculty and staff as candidates for graduate study programs at Southeast Missouri State University.

6. Coordinates and collaborates with Southeast Missouri State University’s School of Graduate Studies to host a series of graduate school informational sessions.

7. Works closely with Graduate School faculty to identify recruitment activities for targeted programs (such as graduate school fairs and/or contacts for students.)

8. Attends bi-weekly individual supervision meetings and staff meetings as scheduled.

9. Performs other duties as assigned by the Director.

Applicants should send a cover letter, resume, and three references to ASC@semo.edu