Educational Specialist-Graduate Assistant
Position Description
Educational Access Programs/Academic Support Centers
Southeast Missouri State University

1. The educational specialist/graduate assistant will participate in the planning and execution of programs and services designed for the students served by Educational Access Programs/Academic Support Centers.

2. These activities may include, but are not limited to, new student orientation, supervision of the Academic Support Centers’ Mentoring program (AMP), publications for programming and facilitating student involvement in social and support activities.

3. As an educational specialist/graduate assistant working within the Academic Support Centers, he/she will present workshops/seminars on topics such as stress management, time management, study skills and financial literacy workshops.

4. The educational specialist/graduate assistant will also work with Academic Enhancement Program (AEP) and Academic Improvement Program (AIP) students in the Learning Assistance Program as needed.

Opportunities for professional development anticipated:

The educational specialist/graduate assistant will have the opportunity to attend and/or present at conferences and/or other relevant trainings or activities related to the work of the office.

Specific Responsibilities:

a) Maintain contact with the students and mentors regarding academic progress; assist with compiling written progress and collecting data to assess the success of the programs; assisting in the evaluation of programs;

b) Implement and monitor the early warning/intervention systems for the mentoring program participants;

c) Initiate contact with the potential program participants and compile information for a program newsletter/e-letter;

d) Assist in the student assistant training programs;

e) Coordinate student activities (one per semester with other units);

f) Participate in assigned orientation activities;

g) Assist in program development and execution;
h) Plan, organize and conduct program meetings, student workshops, seminars and special events;
i) Prepare documents and reports to maintain program records;
j) Complete training on the Banner system (student and financial aid records) in order to collect information needed for student records, etc.;
k) Monitor student records; and
l) Other duties as assigned

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