Instructional Resource and Technology Center Graduate Assistant

College of Education

Primary Responsibilities

- Set up dates for iPad out-of-the-box trainings each semester
- Facilitate iPad out-of-the-box training sessions for new students each semester that includes travel to Kennett, Malden, and Sikeston campuses
- Assist faculty and students with iPad and additional software questions/problems
- Facilitate Appy Wednesday and Tech 4 You Sessions throughout each semester
- Assist with any administrative duties within the IRTC lab
- Support the EDvolution initiative in the College of Education

Required Qualifications

- Bachelor’s Degree
- Availability to work IRTC operating hours of 8:00AM to 7:00PM
- Demonstrated proficiency using iPads and other applications, software and hardware
- Excellent interpersonal and verbal communication skills
- Ability to assist students and faculty in a learning environment

Application Deadline: Review of applications will begin immediately and will continue until the position is filled. To apply, send a letter of interest addressing all position requirements, a current resume, and the names and telephone numbers of three professional references via e-mail to rlsmith@semo.edu or mail to Robin L. Smith, Instructional Resource and Technology Center Coordinator, College of Middle and Secondary Education Faculty, Southeast Missouri State University, One University Plaza, Cape Girardeau, MO 63701.