

Graduate Assistant Position Allied Health, Kinesiology, & Sport Sciences

The Department of Allied Health, Kinesiology, and Sport Sciences (AHKSS) at Southeast Missouri State University has an available Graduate Assistant position for the Fall 2024 semester.

About Southeast and Cape Girardeau: Southeast Missouri State University is a university of approximately 10,000 students, located in Cape Girardeau, Missouri. Cape Girardeau is a town of approximately 40,000 residents, located 2 hours south of St. Louis and 2.5 hours north of Memphis.

About the Graduate Programs:

Master of Science in Nutrition & Exercise Science

The Nutrition and Exercise Science program prepares students to provide services in nutrition and exercise interventions for the promotion of lifestyle change. The program is designed for students with a degree in an allied health field. Coursework emphasizes prevention of lifestyle diseases, exercise physiology, nutrition, metabolism, and research methods. Past graduates have obtained doctorate degrees, worked in cardiopulmonary rehabilitation, wellness programs, food science, clinical dietetic positions, and sports nutrition settings. Supporting faculty have expertise in all areas of nutrition science, health education/promotion and exercise physiology.

Master of Science in Applied Nutrition

The Applied Nutrition program is an online graduate degree that prepares students to become Registered Dietitians. Program graduates will be qualified to practice as dietitians in a variety of clinical, food service management, and community settings, among others. Students in this program will complete graduate coursework and supervised learning experiences simultaneously.

Primary Position Responsibilities: Primary position responsibilities will add up to an average of 20 hours per week.

- Course Assistance
 - The assistant will attend all requested meetings and work with the Dietetics' faculty on projects or courses as assigned including tasks of assistance with clinical and didactic course preparation, delivery and course related projects
- Nutrition Faculty Projects & Research
 - The assistant will attend all requested meetings and work with the Dietetics' faculty on research or campus projects as requested including literature reviews, data analysis, and manuscript preparation as well as research related project assistance.

- Program Administration Assistance
 - The assistant will complete tasks related to program management for the Master of Science in Applied Nutrition, Bachelor of Science in Public Health, and/or Bachelor of Science in Nutrition including recruitment events, marketing and service-related projects.
 - Master of Science in Applied Nutrition duties include, but are not limited to:
 - Recruiting assistance
 - Creating and promoting recruiting materials
 - Participating in recruiting events
 - Creating and posting social media content
 - Facilitating communications and meetings for prospective students
 - Responding to prospective student inquiries
 - Explaining program eligibility requirements
 - Providing application instructions
 - Providing updates and information about application deadlines, open houses, etc.
 - Disseminating data to the Program Director and to prospective students
 - Coordinating and scheduling meetings between Program Director and prospective students
 - Assistance with affiliation agreements and site arrangements
 - Bachelor Science in Nutrition duties may include, but are not limited to:
 - Organizing data for use by the nutrition Program Director
 - Participating in recruitment events for the undergraduate nutrition program
 - Developing recruitment material for the undergraduate nutrition program
 - Managing the nutrition unit social media accounts (Facebook, Instagram)

Required Qualifications: Applicants **MUST** have a degree in an allied health field with a preference to a Dietetics/Nutrition degree and have been accepted into the Nutrition and Exercise Science program or the Applied Nutrition program. The assistant must have reliable transportation to travel to and from the nutrition laboratory.

Benefits: Complete tuition remission is available for Missouri and Non-Missouri residents, as well as a stipend of approximately \$9,491 for nine months (all textbooks, course materials, course fees, or program fees for graduate courses are the responsibility of the graduate assistant and are covered as part of the assistantship). The tuition remission covers 9 graduate credit hours in the fall and spring semesters, and up to 6 hours of graduate credit in the summer semester (the assistantship work occurs in the fall and spring semesters: there is not summer work associated with this position).

Evaluation/Renewal: The assistant will be directly supervised by a faculty mentor. 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, if the candidate receives documented poor performance reviews, or if the candidate fails to maintain good academic standing. The official start date for this position will be the first day of the Fall 2024 semester, with the expectation that the new graduate assistant will be available for orientation activities prior to the first day of the semester.

Application Deadline: April 29, 2024

How to Apply: Please send a cover letter of application, current resume, most recent copy of all academic transcripts (unofficial is acceptable), and the contact information for at least three professional references to:

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