

# Online Learning & Transfer Partnerships- GRADUATE ASSISTANT

Southwest Minnesota State University

## Educational Objectives:

The Online Learning & Transfer Partnerships Graduate Assistant will learn and assist with the logistics, communications, planning, collaborations and documentation required for all programming and partnerships overseen by the Office. This includes learning & engaging in all aspects of the higher education system; from recruitment, retention, support services, academic areas, to graduation.

## Salary & Appointment:

Position appointed on an annual basis for August-May. Annual stipend of \$8,000 paid on a bi-weekly basis and a tuition waiver for SMSU graduate classes. The graduate assistantship will work 14-20 hours per week during the semester.

## Qualifications:

- Must be admitted and enrolled to a Master degree program at SMSU.
- Must maintain a GPS of 3.0 or above.
- Must be a motivated individual with a positive, friendly attitude.
- Must have the ability to work independently.
- Must have demonstrated excellent interpersonal and organizational skills.
- Must have demonstrated excellent communication & writing skills.
- Must be able to use and/or learn a wide variety of technology tools.

## Responsibilities: include but are not limited to -

- Communications with prospective students (phone, email, text, social media, etc.)
- Processing student applications (ISRS data input, email Letter of Admission, etc.)
- Monitoring SMSU Onboarding/Orientation Process
- Monitoring Online Learning Program email address
- Assist with Recruitment Strategies
- Assist with Web Page Development and/or Maintenance
- Assist with Social Media Development and/or Maintenance
- Assist with Retention Strategies (Milestone Program, Etc.)

## Clientele:

- Fully online perspective/current students mainly undergraduate but some graduate.
- Parents of perspective fully online students.
- SMSU faculty, staff and administration.
- Partner community college representatives, business and community leaders, etc.

## Supervision:

The Director of Online Learning & Transfer Partnerships will provide training & supervision.

## Application information

Send a resume and three (3) professional references (either contact information or letters of reference).

## Apply to:

Office of Online Learning & Transfer Partnerships, Southwest Minnesota State University, 1501 State Street, Marshall, MN 56258 or by email to [OnlineLearning@smsu.edu](mailto:OnlineLearning@smsu.edu)

## University/Community:

Southwest Minnesota State University is one of seven universities in the Minnesota State Colleges and Universities system. SMSU gives highest priority to excellence in teaching and preparing students to be lifelong learners through quality undergraduate teaching/advising and close student/faculty relationships. Its mission, dating back to 1967, provides access to university-level programs in liberal arts & professional studies. The University has a special commitment to the educational needs of the people in its service region reflected through its curricula, cultural programs, diversity of staff and students, cooperative relationships with the public and private sectors, and regional institutions. The 216-acre campus encompasses 24 modern, interconnected, and accessible buildings. Marshall (pop. 13,000) is the hub of a rich agricultural area and offers a variety of cultural, recreational and educational opportunities.