

GRADUATE EDUCATION GRADUATE ASSISTANT JOB DESCRIPTION

Southwest Minnesota State University

Educational Objectives:

The Graduate Education Student position will provide support and assistance for the graduate education faculty in relevant teaching and research endeavors as well as continually updating a resource/database for faculty and students. He/she will maintain and update the Education program while keeping track of students' progress in the program.

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 of 18 credits per year in SMSU graduate classes. The graduate assistantship will work a minimum of 14 hours per week during the semester.

Qualifications:

- Must be admitted and enrolled in the Education Graduate Program at SMSU
- Must maintain a GPA of 3.0 or above
- Motivated individual with a positive attitude
- Must have ability to work independently
- Must have demonstrated excellent interpersonal and organizational skills
- Must have excellent computer skills using the Microsoft Office Program and other computer Programs.

Responsibilities:

- Assist with daily operations and maintenance within the Education Graduate Office
- Respond to correspondence within the Education Graduate Office
- Communicate with enrolled students
- Assist with maintaining and updating student progress through the program
- Assist with maintaining and updating education graduate program forms
- Keep track of students' progress in the program, while confidentiality is maintained. Includes active and inactive students.
- Assist graduate education faculty with relevant teaching and research responsibilities
- Complete other responsibilities or duties as assigned by the Education Graduate Director and support staffs
- Create and maintain a resource/database for faculty and students
- Respond to Graduate Education emails
- Assist in maintaining the SMSU website in regards to Education Department information
- Assist with graduate hooding and breakfast ceremony
- Assist with data collection for program reviews
- Assist in organizing orientation programs and graduate conferences
- Assist with website updating and development of Web-enhanced applications for graduate use

Clientele:

Prospective graduate students, currently enrolled graduate students, alumni, SMSU faculty, staff, administrators, and community members.

Supervision:

The director of Graduate Education provides advising and training.

Application information

Send letter of application, resume, unofficial transcript(s) and the names and contact information of three (3) professional references.

Apply to:

SMSU Graduate Office, 1501 State Street, Marshall, MN 56258. Inquiries about the position may be directed to the Director of the Graduate Office at 507-537-6819 or 507-537-7362

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.