

# EDUCATION GRADUATE ASSISTANT

Southwest Minnesota State University

## Educational Objective:

The Education Graduate Assistant position will assist with the operations of the Education Graduate Programs at SMSU.

## 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's 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

## Responsibilities:

- Assist with the 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 forms
- Assist with website updating and development
- Assist with development of web enhanced applications for graduate use
- Maintain a resource database for faculty and students
- Assist in organizing orientation programs and graduate conferences
- Assist with data collection for program reviews
- Assist with graduate hooding and breakfast ceremony
- Assist graduate education faculty with relevant teaching and research responsibilities
- Perform other duties as assigned by the Education Graduate Director

## Clientele:

Graduate students, alumni, SMSU faculty, staff, and administrators

## Supervision:

The Director of Graduate Education provides advising and training.

## Application information

Send application (locate at <http://www.smsu.edu/CampusLife/GraduateOffice/Index.cfm?Id=5051>), resume, unofficial transcript(s) and the names and contact information of three (3) professional references.

## Apply to:

SMSU Education Graduate Director, 1501 State Street, Marshall, MN 56258. Inquiries about the position may be directed to the Education Graduate Director at 507-537-7120.

## 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.