

# SCHOOL OF GRADUATE STUDIES GRADUATE ASSISTANT

Southwest Minnesota State University

## Educational Objectives:

The Graduate Office Student position will allow for more constant communication between SMSU and prospective students as well as offer insight into various areas of improvement in the recruitment and retention of students. He/she will assist the Graduate Office with application processing and data entering. He/she will also assist in website development, marketing strategies, and graduate assistant program upgrading.

## 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:

- Communication with prospective students- Email, MSM, Facebook, ect
- Assist with website development
- Help develop marketing strategies
- Be a liaison between currently enrolled students and prospective students
- Assist in orientation and registration programs
- Communicate with students from prospect status through enrollment on campus including application process.
- Keeping current data on student's progress through the program. Active versus inactive students.
- Assist with graduation ceremony
- Assist with application processing and response
- Responding to correspondence within the Graduate Office email
- Serve as a program Ambassador and assist with recruitment and retention initiative
- ISRS database inputting and processing

## Clientele:

Domestic and International prospective students, currently SMSU students, alumni, employers, SMSU faculty, staff, administrators and community members.

## Supervision:

School of Graduate Studies Director provides advising and training.

## Application information

Send a resume and the names and contact information of three (3) professional references.

## Apply to:

SMSU School of Graduate Studies, 1501 State Street, Marshall, MN 56258. Inquiries about the position may be directed to the Director of the School of Graduate Studies at 507-537-6819 or [graduatestudies@smsu.edu](mailto:graduatestudies@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.