

Graduate Assistant Position Contact:

Rebekkah Wall, Career Resources Specialist
Missouri State University Career Center
Carrington Hall 309
901 S. National Avenue, Springfield, MO 65897
(417) 836-5636, RebekkahWall@missouristate.edu

Supervision:

Reports to Rebekkah Wall, Career Resources Specialist

Required Qualifications:

- Strong written and verbal communication and organizational skills, as well as the ability to relate to and interact with students, members of the University community and other off-campus constituents
- General understanding of resume, cover letter, and other career document creation strategies
- General understanding of interviewing structures, strategies for addressing common questions, and strategies for successful interviewing
- Knowledge of Microsoft Office Suite: Outlook, Word, PowerPoint, Excel
- Ability to work nights and weekends as needed for presentations or other department events
- Must have completed a bachelor's degree and be accepted into a graduate program at Missouri State University

Preferred Qualifications:

- Prior involvement in university level career preparation operations
- Prior experience with event planning or assisting with large-scale events
- Experience in working one-on-one with students to provide personal, academic, or career-related assistance
- Experienced in working with students of a diverse background
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making

Essential Functions:

- Critique and provide feedback to students on resume, cover letters, CVs and personal statements to ensure that such documents are error-free, grammatically sufficient and accurately represent maximum skills and abilities
- Collaborate with other staff members and/or independently accomplish relevant tasks to meet project deadlines
- Conduct practice interviews with students across majors with a focus on providing techniques for developing students' interviewing and networking skills
- Provide tailored feedback and strategies during job search appointments to maximize a student's opportunity to locate jobs that align with career interests
- Maintain current knowledge of resources and strategies students use during job application process, including: resume/cover letter formats, interview answers/structures, relevant job-search websites

- Deliver presentations on given topics (e.g. resumes/cover letters) for the purpose of instruction and/or to inform various audiences of Career Center functions
- Provide support and/or assistance with logistics of all Career Center events, sometimes extending to nights and weekends (e.g. Mock Interview Day, Career Expo)
- Maintain records of all appointments both in Handshake and Microsoft Outlook calendar
- Other duties may be assigned based on office needs and demonstrated interest

Graduate Assistant Position Information:

- Not eligible for other University Employment
- Maximum term of employment is two academic years (four semesters) and two eight-week summer sessions
- Must enroll for and complete a minimum of six hours of graduate credit (600 level or above)
- Enroll for no more than a total of 12 hours per semester
- Average working time of 20 hours per week
- Must maintain a 3.00 GPA on all graduate course work

Application Instructions:

- Submit a cover letter and resume
- Send both documents to Rebekkah Wall (RebekkahWall@missouristate.edu) or drop them off in Carrington 309
- Please contact Rebekkah Wall regarding any questions about the position
- Applications will be accepted until the position is filled.

Missouri State University Non Discrimination Policy:

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