

Graduate Assistant Position Description

The office of Orientation and Transition Programs (OTP) is located within the Dean of Students unit in the Division of Student Affairs. OTP develops and implements programs designed to assist new students and their family members in making a successful transition to Missouri State University. These large-scale, public-facing programs include [Student Orientation, Advisement and Registration \(SOAR\)](#) and the [Ursa Experience](#).

OTP views graduate assistants as vital components in the continuing development and implementation of its [mission, vision, and values](#). Through the integration of academic coursework and practical application, graduate assistants obtain valuable experiences to prepare them for their future careers.

Duties and Responsibilities

- Assist with the ongoing program development, logistical planning, and execution of [Student Orientation, Advisement and Registration \(SOAR\)](#) and the [Ursa Experience](#)

SOAR

- Assist in the recruitment, selection, and training of SOAR leaders and graduate NODA interns
- Assist the Director with logistics and transportation needs for two-day SOAR sessions for students during advisement and registration
- Assist the Coordinator with Recruitment of SOAR Leaders including tabling, speaking to groups, preparation for Carousel and other duties as assigned
- Assist the Coordinator with dinner counts and set-up for two-day sessions
- Participate in professional development opportunities as well as facilitating professional development opportunities for SOAR Leader

Ursa Experience

- Assist in the recruitment, selection, and training of Ursa Majors (volunteer group leaders)
- Assist the Director with program logistics, such as reserving facility space, assigning participants to small groups, planning event schedules, and more
- Collaborate with campus and external partners to meet program needs
- Assist in marketing program to incoming students and their families

Assist with OTP assessment, evaluation, and research practices

- Participate in assessment planning and instrument construction
- Coordinate survey implementation and data collection from SOAR and Ursa participants
- Analyze collected data and produce executive summaries detailing results and recommendations to enhance programmatic experience
- Create infographics highlighting key assessment results for campus

stakeholders

- Present assessment data to campus partners throughout the years
- Complete benchmarking projects as requested by the Director of OTP

Other duties as assigned by the Director of OTP and the Coordinator

Required Qualifications

- Meet the Graduate College's [eligibility requirements](#) for graduate assistantships
- Excellent oral and written communication skills
- Strong organizational and interpersonal skills
- A demonstrated ability to adapt in a dynamic work environment, take initiative, and work both as an individual and as part of a team
- A demonstrated knowledge of, respect for, and skills to engage with people of other cultures, backgrounds, and identities
- A demonstrated ability to model the Missouri State University's [Public Affairs Mission](#) and the [NODA Statements of Ethical Standards](#)

Terms of Employment

- Must be enrolled in at least six credit hours of graduate level courses at Missouri State University per semester of appointment (except summer semesters)
- Commitment to:
 - Twenty hours per week for fall and spring semesters
 - Ursa Experience dates in August (typically the Sunday through Wednesday before fall semester)
 - Family Weekend in the Fall
- Some evening and weekend work is required
- May choose to work during the summer with the SOAR Program as a non-student part-time employee.

Compensation

During fall and spring semesters, the Graduate Assistant will receive tuition remission and a \$10,046.00 stipend in nine equal payments. During summer SOAR programs, the non-student part-time assistant will receive an hourly wage of \$13.75/hr, a meal plan and a Dining Dollars stipend.

For more information, please contact:

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