Begins: June 2020

Description: Primary duties include, but are not limited to, assembling scholarship offers, answering emails and providing accurate, timely and detailed information to scholarship inquires. Some afterhours/weekend work may be required for scholarship interviews and banquets.

Skills Needed: Strong interpersonal and communication skills as well as strong computer and organizational skills required. The successful candidate will need to learn general federal eligibility rules and university policies and procedures with regard to scholarships.

SAHE students are encouraged to apply. But, the position is open to all graduate degrees.

The successful candidate must be able to work summers.

To Apply:

Submit a [graduate assistantship application](include three references), resume, and cover letter to:

Kelly Evans  
Associate Director  
Office of Student Financial Aid  
Carrington 101  
Missouri State University  
901 S. National Avenue  
Springfield, MO  65897

Email: kellyevans@missouristate.edu  
Phone: 417-836-4430

Applications will be accepted until the position is filled. Interviews will be scheduled as applications are received.