

GA TRIO Upward Bound

Position Summary

The Graduate Assistants in the TRIO Program office serve as an integral part of the professional staff, and we have high expectations for your performance in a variety of roles throughout the year. You will have an opportunity to provide input, collaborate on projects, work on campus and in the Springfield community with other enthusiastic and driven people. Your responsibilities will continue through the end of final exams in the fall and end of final exams in the spring as well as continue through the summer. If academic schedules permit, Graduate Assistants are expected to attend all relevant departmental meetings and assist with department events when possible. Graduate Assistants are required to work twenty hours each week. A time sheet is posted on the Graduate College website, and one will be provided to you directly.

Required Qualifications and Essential Duties

- A driver's license and means of individual transportation is required to travel to conduct weekly meetings, and individual advising sessions at target high schools (Central, Parkview, and Hillcrest) as well as collect student attendance (NOTE: 3 days out the week the GA may primarily work in the target schools assisting the coordinator).
- Planning events and Saturday sessions are expected as well as contacting potential places about availability, reservations, and costs.
- The GA will be responsible for creating informational flyers and forms for each program event.
- The GA is also expected to communicate with staff for all event planning.
- Ensuring that social media page is up to date with information regarding events will be expected.
- When school schedule permits, the GA will be expected to travel and attend cultural events and trips.
- The GA will attend bi-monthly staff meetings unless otherwise instructed.
- The Graduate Assistant (GA) is expected to complete tasks assigned by staff in a timely manner and answer phones as necessary.
- When instructed, GA will notify students and guardians via phone and U.S mail.
- The GA will work on student files through office files and Student Access in order to ensure all student records are up to date.

Preferred Qualifications

- Students in the SAHE programs
- Students in Education Programs
- Students in Social Work or Counseling programs
- Students with an interest in pursuing a career related to working with non -profits, social work, community engagement, service programs, low income, diversity programs or student affairs.
- Ability and willingness to drive university vehicles when job warrants it
- Experience working in a diverse environment and/or with students from diverse backgrounds
- Experience with speaking/ working with high school age students

Job Notes

- 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.

Please send cover letter and resumes to:
SerenaWhorton@Missouristate.edu