

## Graduate Assistant Position Description

The office of New Student and Family Programs (NSFP) is located within the Dean of Students unit in the Division of Student Affairs. NSFP 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 \(SOAR\)](#), the [Ursa Experience](#), and [Parent and Family Programs](#).

NSFP 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
- Develop and deliver select information sessions to program participants
- Reserve facility space for scheduled sessions
- Manage the participation, attendance, and procedures of the SOAR Campus Expo (the orientation resource fair)
- Review and solicit advertisements for NSFP publications

#### Ursa Experience

- Assist in the recruitment, selection, and training of Ursa Majors (volunteer group leaders)
  - Coordinate program logistics, such as reserving facility space and transportation, 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 NSFP 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
    - Complete benchmarking projects as requested by the Director and Assistant Director of NSFP
  - Assist staff of [Parent and Family Programs](#), as necessary

- Participate in professional development opportunities, particularly those provided by the Dean of Students Office and Division of Student Affairs
- Other duties as assigned by the Director and Assistant Director of NSFP

## 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](#)

## Organizational Relationships

Reports directly to the Director of NSFP and is co-supervised by the Assistant Director of NSFP. Assists the Director and Assistant Director with supervision of two undergraduate Orientation Assistants (OAs) and 43 SOAR Leaders. Assists the Director of NSFP and Assistant Director of Student Engagement-Programming in supervising 35-50 undergraduate Ursa Majors during the Ursa Experience.

## 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
  - Forty hours per week during summer SOAR dates (late May through early August)
  - Ursa Experience dates in August (typically the Sunday through Wednesday before fall semester)
- Some evening and weekend work is required

## Compensation

During fall and spring semesters, the Graduate Assistant will receive tuition remission and a \$8,722 stipend in nine equal payments. During summer SOAR programs, the Graduate Assistant will receive an hourly wage of \$10.00/hr and a BoomerMeals stipend.

## For more information, please contact

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