



Master of Science Applied Nutrition Graduate Assistant Position Department of Allied Health, Kinesiology, & Sport Sciences

The Department of Allied Health, Kinesiology, and Sport Sciences (AHKSS) at Southeast Missouri State University has an available Graduate Assistant position for the Fall 2025 semester.

About Southeast and Cape Girardeau: Southeast Missouri State University is a university of approximately 10,000 students, located in Cape Girardeau, Missouri. Cape Girardeau is a town of approximately 40,000 residents, located 2 hours south of St. Louis and 2.5 hours north of Memphis.

About the Graduate Program:

The M.S. Applied Nutrition program is an online graduate degree that prepares students to become Registered Dietitians. Program graduates will be qualified to practice as dietitians in a variety of clinical, food service management, and community settings, among others. Students in this program will complete graduate coursework and supervised experiential learning simultaneously.

Primary Position Responsibilities:

Program Administration Assistance: The graduate assistant will spend approximately 20 hours per week completing tasks related to program management for the Master of Science in Applied Nutrition and/or Bachelor of Science in Nutrition including recruitment events, marketing and service-related projects.

- Master of Science in Applied Nutrition duties include, but are not limited to:
 - Providing assistance with recruitment efforts:
 - Creating and promoting recruiting materials
 - Participating in recruiting events
 - Creating and posting social media content
 - Monitoring recruitment data and social media engagement
 - Facilitating communications and meetings for prospective students:
 - Responding to prospective student inquiries
 - Explaining program eligibility requirements
 - Providing application instructions
 - Providing updates and information about application deadlines, open houses, etc.
 - Disseminating data to the Program Director and to prospective students
 - Coordinating and scheduling meetings between Program Director and prospective students
 - Assisting the program director with administrative duties including, but not limited to:

- Assisting with affiliation agreements, articulation agreements, and site arrangements
- Facilitating completion of affiliation agreements with Supervised Experiential Learning sites
- Communicating with program alumni, graduates, and preceptors regarding events, surveys, etc.
- Creating guidance documents, tutorials, and walkthroughs for program students and applicants
- Posting employment opportunities for preceptors, program graduates, and program students
- Bachelor Science in Nutrition duties may include, but are not limited to:
 - Organizing data for use by the nutrition Program Director
 - Participating in recruitment events for the undergraduate nutrition program
 - Developing recruitment material for the undergraduate nutrition program
 - Managing the nutrition unit social media accounts (Facebook, Instagram)
- Nutrition Faculty Projects & Research:
 - The assistant will may also be required to attend all requested meetings and work with the Dietetics' faculty on research or campus projects as requested including literature reviews, data analysis, and manuscript preparation as well as research related project assistance.

Required Qualifications:

- Applicants **MUST** have a degree in an allied health field. Preference is given to those with a Dietetics/Nutrition degree and who have been accepted into the Applied Nutrition program.
- Applicants must have the technological knowledge and skills to perform the position responsibilities including, but not limited to:
 - Microsoft Office products: OneNote, Word, Powerpoint, Excel, Outlook
 - Zoom
 - Google Drive
 - Media and Social Media platforms: YouTube, Canva, Facebook, Instagram, X (Twitter), Snapchat, TikTok
- Applicants may reside anywhere in the United States. Preference is given to students living near Cape Girardeau, MO due to the potential of in-person recruitment events, meetings, and other duties of the position.

Benefits: Complete tuition remission is available for Missouri and Non-Missouri residents, as well as a stipend of approximately \$9,657 for nine months (all textbooks, course materials, course fees, or program fees for graduate courses are the responsibility of the graduate assistant and are not covered as part of the assistantship). The tuition remission covers 9 graduate credit hours in the fall 2025 and spring 2026 semesters, and up to 6 hours of graduate credit in the summer 2026 semester (the assistantship work occurs in the fall and spring semesters: there is not summer work associated with this position).

Evaluation/Renewal: The assistant will be directly supervised by a faculty mentor. This position is renewable for an additional year pending a complete evaluation of candidate performance and duties. Termination or non-renewal of the assistantship may result if specific duties are not accomplished, if the candidate receives documented poor performance reviews, or if the candidate fails to maintain good academic standing. The official start date for this position will be the first day of the Fall 2025 semester, with the expectation that the new graduate assistant will be available for orientation activities prior to the first day of the semester.

Application Deadline: April 15th, 2025

Notification Date: Applicants will be notified of selection no later than May 2nd, 2025

How to Apply:

- Complete the Microsoft Form application linked here:
<https://forms.office.com/r/bG5KH8GCuW>
 - Note: You must be logged into your SEMO account to complete the form.
- Within the Microsoft Form application:
 - Submit a cover letter of application that explains how your experience and skills demonstrate your ability to perform the position responsibilities
 - If you have been accepted to the MS Applied Nutrition program, your DICAS or program application can be used for the remaining application requirements.
 - If you have not been accepted to the Applied Nutrition program, you will be asked to submit the following:
 - Submit a current resume
 - Submit a recent copy of all academic transcripts (unofficial is acceptable)
 - Submit contact information for at least three professional references

For questions about this position, please contact:

Dr. Joel Ramdial, RD, LD, EDD

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