



Health Sciences & Athletic Training Graduate Assistant Job Description

Position: Graduate Assistant: Health Sciences and Athletic Training Programs

Required Qualifications: Eligibility for Graduate Assistantship

Preferred Qualifications: Bachelor's Degree in a healthcare, marketing, business, or communications field.

Required Skill Sets: Strong written and verbal communication skills, detail-oriented and strong organization skills; experience with Microsoft Office suite; the ability to create and analyze reports, maintain confidential information, work cooperatively with program stakeholders, and ability to work independently.

Job Description

Southeast Missouri State University is seeking a graduate assistant to assist the health sciences and athletic training faculty within the Department of Allied Health, Kinesiology, and Sport Sciences, specifically with the following tasks:

- Assist with recruitment and retention efforts within the Bachelor of Science in Health Science and Master of Science in Athletic Training Programs, including (but not limited to) maintaining and developing a social media presence, attendance at Show-Me-Days and First-Steps, communicating with students who have applied to the University.
- Assisting with the development of articulation/pathway agreements and communication with identified 2-year and 4-year colleges in the region.
- Assist with the implementation of the strategic plan for recruitment and retention of students enrolled in the MSAT program (including the creation/advertising of virtual open houses, information sessions, and other recruitment activities).
- Assist with the administration of the Athletic Training Centralized Application System (ATCAS), including (but not limited to) Communication with prospective students, evaluating completed applications, following up with accepted applicants, finalizing the collection of admission requirements, and managing the student database.
- Assist with maintaining and producing accreditation outcome data in accordance with Commission on Accreditation of Athletic Training Education (CAATE) Standards and established program learning outcomes within the Health Science program.
- Assist with data collection and health science/athletic training faculty research.
- Assist with maintaining student records required for clinical education experiences, ensuring all information is collected and up to date.
- Assist with the maintenance, inventory, and organization of classroom and laboratory supplies.
- Assist with the set-up and delivery of practical examinations.
- Perform other duties as assigned in coordination with faculty within the Health Sciences & Athletic Training area.

The applicant will need to be organized, able to complete tasks as assigned, and have excellent interpersonal skills. This is a multi-faceted position and the amount of time spent on the various roles can vary depending on the person's skills and experience.

Salary:

- Graduate Assistant (GA) positions cover a full tuition and fees waiver for up to 24 hours of graduate coursework (9- Fall, 9-Spring, 6-Summer) annually as well as paying a stipend of **\$9,491**

Application Procedure:

- Please submit a cover letter, resume, and 2 references to Kyle Schneider EdD, ATC at kschneider@semo.edu.
- Applications will be reviewed on a continuous basis until the position is filled.