

Mississippi State University- Center for Student Activities
Graduate Assistant for Marketing

Academic Year (July 1- June 30)

Main Campus- Colvard Student Union Suite 314

Center for Student Activities Overview

Center for Student Activities offers a variety of programs and events to encourage involvement and provide entertainment for the campus and surrounding community. There are over 350 student organizations housed through the Difference of One initiative that the staff supports through involvement and events. The Student Association, Lyceum Series, Music Maker Productions, Involvement Ambassadors, Student Organization database Org Sync, Dawg Daze, Miss MSU and Miss Maroon and White Pageants, Dance Marathon, and Colvard Student Union Art Gallery are all organizations or programs housed in the Center for Student Activities.

Qualifications

- Current or entering, full-time graduate student at MSU
- Student organization involvement
- Event planning experience
- Knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Knowledge of Social Media Channels
- Strong writing skills
- Excellent Communication Skills
- Organized and Detail Oriented

Responsibilities

- Assist with Lyceum Series and Colvard Student Union marketing business through contract negotiation, advertising, public relations, budgeting, and programming implementation.
- Coordinate pre-show and day-of-show activities for Lyceum Series performances, as well as assist with other concerts, including coordinating hospitality, ticketing, and set-up.
- Assist with coordination, preparation and distribution of advertising and promotional materials for activities hosted by Student Activities and the Colvard Student Union.
- Create content and manage information for social media sites, websites, print, radio, and digital advertisements.
- Assist and collaborate on special projects of the Colvard Student Union, Music Maker Productions and Student Association.
- Assist in supporting all student organizations of MSU through the Difference of One program including Shades of Starkville and Risk Management events.
- Work with the Assistant Director for Student Activities to assist in day-to-day operations of the Center for Student Activities including maintaining office hours.
- Other Duties as assigned

How to Apply

Applicants should email cover letter and resume to Brad Hill at bhill@saffairs.msstate.edu The deadline to apply is March 1, 2017

Additional Information

Student will work approximately 20 hours per week. Student should not hold other jobs or assistantships. As compensation, student will receive full tuition waiver except minimal university fees, stipend paid twice a month, and professional development funds when available.

Disclaimer

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and or any other status protected by state or federal law is prohibited in all employment decisions

For more information, contact Brad Hill at bhill@saffairs.msstate.edu