

POSITION ANNOUNCEMENT
Mississippi State University

GRADUATE SERVICE ASSISTANT

Graduate Service Assistant: Mississippi State University invites applications for multiple GSA positions in the Department of Athletic Academic Support Services. These positions provide assistance to ensure the maintenance of student-athletes academic assistance programs. Compensation for a position includes a tuition waiver and monthly stipend. Experience gained through this position could justify for experience needed in potential intercollegiate athletic academic job openings.

Qualifications: Bachelor's degree in Education, Counseling or related field. Applicants must have experience with computers and software as well as effective communication skills. Applicants chosen for positions must meet admission requirements for Mississippi State University's Graduate School and available to begin working no later than Tuesday, August 1, 2017. Applicants must be able to work with a diverse group of people with various backgrounds, education levels, and cultural differences. Knowledge of NCAA and SEC Rules and Regulations is preferred but not required. Weekend and night work will be required on occasion.

Job Description: Responsibilities include, but are not limited to, directly interacting with student-athletes in an effort to assist counselors in providing immediate academic guidance, physically checking classes to ensure student-athlete attendance, performing class calls to obtain information regarding student-athlete academic progress, supervising study hall/tutoring, assisting in the distribution/return of textbooks to student-athletes, running the technology equipment check-in/out program, and managing counselor's administrative files pertaining to student-athlete schedules and assignments.

Individuals interested should email a cover letter, resume, three references, and an unofficial transcript to: Sawyer Bowering, Athletic Academic Counselor, sbowering@athletics.msstate.edu or mail to: Athletic Academic Support Service Attn. Sawyer Bowering, P.O. Box 5327, Miss. State, MS 39762.

Positions are open until filled. Mississippi State University is an AA/EEO employer.