

## **MSU Career Center- Cooperative Education Program 2024-2025 Graduate Assistantship**

9-Month (August-May) | 335 McCain Hall

### **Mission Statement**

The Career Center empowers individuals to develop skills that will enhance career readiness and lifelong career management.

### **To accomplish this, we will:**

- Educate students and alumni about the career development process
- Design, develop, and deliver population specific services, programs, and events
- Provide quality experiential learning and career opportunities to enhance the academic experience and professional preparation of students
- Assess outcomes to ensure students are achieving successful results
- Demonstrate a commitment to collaboration, diversity, and customer service

### **Our Structure**

The Career Center is comprised of 16 full-time staff, graduate assistants, and undergraduate peer ambassadors. We operate under a college specific model of career services delivery. Within this model, each career advisor is responsible for a college and serves as the tangible link among the Career Center, their assigned academic area, and employers seeking those students for internships and full-time employment. The Cooperative Education Program is comprised of 3 full-time staff and co-op ambassadors. Like the Career Center, each career advisor in the Cooperative Education Program is responsible for the college of Engineering.

### **Our Assistantship**

A Cooperative Education Program Graduate Assistantship can help interested students obtain the experience necessary to be competitive in a career services and/or student affairs job search upon graduation. These graduate assistantship positions assist students and alumni in the areas of career development and awareness and have as much contact with our student population as possible. This includes, but is not limited to, such duties as:

- Meet individually with students who are seeking full-time employment
- Resume and job search correspondence critiques
- Mock interviews for full-time and professional school
- Outreach presentation development, marketing, and execution to MSU student groups (pop-up shops, classroom talks, mobile career center, presentations, etc..)
- Major programming event assistance (Career Fairs, Interview Days, etc.)
- Developing student focused outreach initiatives
- Additional duties as assigned or according to GA's special interest areas (teaching, research, etc.)

To be competitive in the selection process, prospective students should possess the following:

- An energetic, customer-driven mindset
- Initiative to market Cooperative Education Program services across campus to diverse populations
- Strong communication, research, and presentation skills
- An interest in the field of career services and/or a student-focused position in higher education as a potential career path
- Pursuing a master's degree in engineering, counseling, student affairs, or related field
- Be enrolled in at least 9 hours of graduate coursework per semester during their assistantship

**How to Apply:**

Complete a Graduate Assistantship Application on the Division of Student Affairs website at: [www.saffairs.msstate.edu/](http://www.saffairs.msstate.edu/). Along with the application, applicants should email a cover letter and resume to Megan Artz, Assistant Director of the MSU Cooperative Education Program, at [martz@career.msstate.edu](mailto:martz@career.msstate.edu).

**Additional Information:**

Must work a minimum of 20 hours per week and possess the ability to occasionally work evenings and weekends. Student should not hold other jobs or assistantships. As compensation, students will receive a stipend paid twice a month and a tuition award (exemption) of approximately 100% of the assessed in-state tuition and required fees. Graduate Assistants in their first year may be offered an additional year of assistantship, if agreed upon by both parties.

For more information, contact Megan Artz at [martz@career.msstate.edu](mailto:martz@career.msstate.edu).

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