



CENTER FOR STUDENT SUCCESS

Graduate Assistant

Center for Student Success

About the program:

The Center for Student Success strives to provide students with the education, experiences, and opportunities that help them have productive careers and fulfilling lives after graduation. Our office works collaboratively with the rest of campus to fit the needs of any student that may need assistance to be successful in the college environment. Under the umbrella of the Center for Student Success are the Freshman Year Navigators (university wide mentor program), The Learning Center, First Year Experience Courses, The Undergraduate Academic Advising Center, Summer Developmental Program, College Ready and robust data analytics software. We work with these programs to assist in raising retention at our university and helping students achieve greater success both in and out of the classroom.

The graduate assistant provides support to the office as a whole, working with the coordinator, Assistant Director, as well as Executive Director. The position is a year-round, part-time commitment. Ideally the G.A. will serve 2 consecutive years. His/her duties will include but are not limited to the following:

Fall/Spring Semester

- Assist the office in organizing large data sets of information pertaining to retention and student success trends at MSU
- Plan and facilitate programs throughout the Center for Student Success that aim to introduce students to resources and help
- Assist the Director in working with the Freshman Year Navigators
- Assist the Coordinator in working with the College Ready program and the CASP Program
- Attend occasional meetings with other units advertising the services of our office
- Be available to answer questions via phone calls or emails.
- Assist in marketing our center by meeting with Admissions, sending brochures, attending all MSU Preview Days and Academic Insight Days (Saturdays included).
- Meet with office staff on a consistent basis
- Make suggestions regarding improvements to the program.
- Assist the office in recruitment of new Freshman Year Navigators

- Assist the office in hiring new G.A.'s and/or internship students.
- Maintain active communication with Housing and Residence Life, Student Activities, Financial Aid, Academic Departments and other departments that our office work with regularly
- Consistently promote/advertise the Center for Student Success on designated media pages through program account (Twitter, Instagram, Facebook).

Summer Semester

- Attend Orientation sessions in June to promote Student Success and answer prospective student questions.
- Attend summer evening programs with the College Ready students, manage student issues/conflicts, and assist resident director and resident advisor with conduct issues.
- Maintain active visibility in the designated residence hall for College Ready students in order to be a direct source of help.
- Help students with academic, social, and emotional needs.
- Serve as the liaison between student and coordinator, student and parent, and coordinator and parent.
- Conduct quality survey on staff, events, and other aspects of the program in order to know what to improve on for the next year

Qualifications

- Accepted graduate student within any academic unit of the university. Preferred disciplines include but are not limited to: Student Affairs, Counselor Education, Sociology, Education, or Educational Leadership.
- Strong interpersonal and communication skills, both oral and written.
- **Be energetic, have initiative, and interested in mentoring undergraduates.**
- Ability to work effectively with a diverse population of students.
- Ability to plan, organize, and implement events involving students.
- Ability to comply with all MSU policies and procedures.

Graduate Assistantship

Graduate assistantships are provided as financial support for graduate students. They are intended to facilitate progress toward the earning of a graduate degree. Graduate research, teaching, and service assistantships are available on an annual or nine-month basis. Individual academic and non-academic departments/units are responsible for awarding the assistantship, establishing duties and responsibilities, work schedule, and determining stipend rate. A graduate assistant's work schedule must not exceed 20 hours per week. The minimum stipend rate is \$600.00 per month. All Graduate Assistants receive a tuition award (exemption) of approximately 71% of the assessed in-state tuition and required fees. Graduate Assistants who are not Mississippi residents also receive 100% exemption of non-resident tuition.

Please contact Laura Dunn at ldunn@provost.msstate.edu to apply for the graduate assistant position for The Center for Student Success.