



# MISSISSIPPI STATE UNIVERSITY™

## STUDENT AFFAIRS

### Mississippi State University – Division of Student Affairs Marketing/Communications Graduate Assistant

Academic Year (July 1 – June 31)

Main Campus – Allen Hall

#### Division Overview

The Division of Student Affairs consists of over 13 non-academic areas of campus life. Some of these departments include University Police, Dean of Students, Center for Student Activities, and Holmes Cultural Diversity Center. The Marketing & Communications office is in the initial stage of development and will work with all departments to help produce a cohesive brand among the division and material, both print and digital, that represents it.

#### Qualifications

- Current or entering, full-time graduate student at MSU
- Knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Knowledge of Social Media Channels
- Photography Experience
- Strong Writing & Proofing
- Excellent Communication Skills
- Organized and Detail Oriented

#### Responsibilities

- Copy Writing for Print & Digital
- Conceptualize and develop print and digital material
- Help to develop division-wide system for marketing/communication materials
- Developing Social Media Content
- Establishing a Stock Photo Collection
- Proof & Edit Material
- Communicate with various offices on material needs
- Other duties as assigned

## How to Apply

Applicants should apply and submit cover letter, resume, references, etc. via [www.saffairs.msstate.edu/assistantship](http://www.saffairs.msstate.edu/assistantship).

## 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.

## Statement on Diversity and Inclusion

MSU is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, ethnicity, sex (including pregnancy and gender identity), national origin, disability status, age, sexual orientation, genetic information, protected veteran status, or any other characteristic protected by law. We always welcome nominations and applications from women, members of any minority group, and others who share our passion for building a diverse community that reflects the diversity in our student population.

For More Information, contact Katie Corban at [katie.corban@msstate.edu](mailto:katie.corban@msstate.edu).