



MISSISSIPPI STATE UNIVERSITY™

STUDENT ACTIVITIES

Mississippi State University – Center for Student Activities Graduate Assistant for Programs

9-Month (August - May)

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 300 student organizations supported by the Center for Student Activities through involvement and events. The Student Association, Lyceum Series, Music Maker Productions, Involvement Ambassadors, New Maroon Camp, Dawg Days, Miss MSU Scholarship Competition, Dance Marathon, Cowbell Connect database, 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
- Strong Writing Skills
- Excellent Communication Skills
- Organized and Detail Oriented

Strong preference will be given to applicants who are able to begin employment August 1st, as an intermittent worker.

Responsibilities

- Assist in advising student organizations including the Student Association, Music Maker Production, New Maroon Camp, Dance Marathon and Involvement Ambassadors through contract negotiation, advertising, public relations, budgeting, leadership development, and programming implementation.
- Assist with the planning and execution of the major events such as: Dawg Days, Halloween Carnival, Dawgs After Dark, Spring Music Festival, Bulldog Bash, Miss MSU.
- Participate in pre-show and day-of-show activities for Music Maker Productions shows and Lyceum Series performances.
- Assist with coordination, preparation, and distribution of advertising and promotional materials for activities hosted by the Center for Student Activities.
- Assist in supporting all student organizations of MSU through the promotion of Cowbell Connect, individual meetings/consultations, and assisting with the New Student Organization Committee
- Work with the Center for Student Activities staff to assist in day to day operations of the Center for Student Activities including maintaining office hours.
- Other Duties as assigned

How to Apply

Complete a Graduate Assistantship Application on the Division of Student Affairs website at: www.saffairs.msstate.edu/. Along with the application, interested applicants should email cover letter and resume to Kylie Forrester at kylie.forrester@msstate.edu.

Additional Information

Student will work approximately 20 hours per week. Student should not hold other jobs or assistantships. As compensation, student will receive a minimum stipend rate is \$485.55 twice a month. All Graduate Assistants receive a tuition award (exemption) of 100% of the assessed in-state tuition and required fees. Graduate Assistants who are not Mississippi residents also receive 100% exemption of non-resident tuition.

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 Kylie Forrester at kylie.forrester@msstate.edu.