



MISSISSIPPI STATE UNIVERSITY™

HOLMES CULTURAL DIVERSITY CENTER

Mississippi State University – Holmes Cultural Diversity Center
Graduate Assistant

Academic Year (August 1-June 30)

Main Campus – 2nd Floor of the Colvard Student Union

Department Overview

The Holmes Cultural Diversity Center of Mississippi State University strives to enhance the college experience of culturally diversity students by encouraging a climate in which all cultures are appreciated as valued members of the campus community. The Graduate Assistant will work closely with student outreach and engagement programs. Student outreach and engagement initiatives and programs under HCDC are designed to aid in the recruitment, yield, and transition of students at the university. This position will encourage student involvement in HCDC organizations, programs, and activities, and work in conjunction with the Assistant Director of Student Outreach and Engagement to contribute to sustaining a welcoming and inclusive climate for people of different backgrounds, experiences, and social identities within HCDC.

Qualifications

- Full-time Graduate Student at MSU
- Excellent communication skills
- Strong interpersonal skills
- Ability to manage multiple projects and timelines
- Ability to work independently and within teams
- Strong knowledge of Microsoft Office software (Word, PowerPoint, Outlook, Excel, and Publisher)
- Ability to work with diverse populations

Responsibilities

- Co-advise student organizations within the center
- Assist with diversity, inclusion, and equity related programs and events
- Assist with programs that facilitate dialogues and help build unity in the campus community
- Develop and facilitate diversity, inclusion, and equity trainings for students, faculty, staff and the university community
- Assist with data collection and assessment of programs and events
- Assist with other duties as needed and/or requested.

How to Apply

Applicants should email cover letter and resume to hcdc@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, student will receive tuition waiver except minimal university fees, stipend paid twice a month, and professional development funds when available.

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 the Holmes Cultural Diversity Center at (662) 325-2033.