



MISSISSIPPI STATE UNIVERSITY™

HOLMES CULTURAL DIVERSITY CENTER

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Mississippi State University – Holmes Cultural Diversity Center Graduate Assistant

Academic Year (July 1 – June 30)

Main Campus – 2nd Floor of 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 assist with the coordination and implementation of programs and services to enhance the academic and social success of students as well as assist with the data collection and assessment of evaluations for the development of the annual report.

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

- Develop cross-cultural trainings and workshops.
- Plan and coordinate diverse programs and events.
- Monitor students of color retention and work collaboratively with university offices to initiate efforts and appropriate responses.
- Assist with programs that address issues of diversity and help to build community.
- Assist with data collection, assessment and development of annual report
- Advise and/or co-advise select HCDC student organizations
- Assist with other duties as needed and/or requested.

How to Apply

Applicants should email cover letter and resume to Ra'Sheda Forbes at rforbes@saffairs.msstate.edu

Additional Information

Students must work 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 full 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.