

Mississippi State University- Center for Student Activities

Graduate Assistant for Programs

Academic Year (July 1- June 30)

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 350 student organizations housed through the Difference of One initiative that the staff supports through involvement and events. The Student Association, Lyceum Series, Music Maker Productions, Involvement Ambassadors, Student Organization database Org Sync, Dawg Daze, Miss MSU and Miss Maroon and White Pageants, Dance Marathon, 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

Responsibilities

- Assist in advising student organizations including the Student Association and Music Maker Production 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 Daze, Halloween Carnival, Spring Fling, Spring Music Festival, Bulldog Bash, Cowbell Yell.
- 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 Difference of One program including Shades of Starkville and Risk Management events.
- Work with the Assistant Director and Coordinator for Student Activities to assist in day to day operations of the Center for Student Activities including maintaining office hours.
- Other Duties as assigned

How to Apply

Applicants should email cover letter and resume to Dante Jones at dmj285@msstate.edu The deadline to apply is March 1, 2017

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.

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 Dante Jones at dmj285@msstate.edu