



MISSISSIPPI STATE UNIVERSITY™

OFFICE OF PRE-COLLEGE AND OPPORTUNITY PROGRAMS

Mississippi State University – Office of Pre-College and Opportunity Programs

Graduate Assistant for leaderSTATE

Academic Year (August 15 – May 31)

Main Campus – Suite 225 of the Colvard Student Union

Department Overview

The Office of Pre-College and Opportunity Programs of Mississippi State University strives to enhance the college experience of diverse students by creating a climate in which all perspectives and cultures are appreciated as valued members of the campus community. The Graduate Assistant will work closely with pre-college and opportunity programs, such as the LeaderSTATE summer camp. The LeaderSTATE summer camp, under the Office of Pre-College and Opportunity Programs, is designed to aid in the recruitment, yield, and transition of students at the university. This position will coordinate activities that will introduce students to Mississippi State University and the STEM related projects and careers; and work in conjunction with the Associate Director of Pre-College and Opportunity Programs to contribute to sustaining a welcoming and inclusive climate for students transitioning from high school to college.

Qualifications

- Strong communication and interpersonal skills
- Strong organizational skills
- Ability to manage multiple projects and timelines.
- Ability to work independently and within teams.
- Strong skills to work with Microsoft Office software (Word, PowerPoint, Outlook, Excel, and Publisher)
- Knowledge of and passion towards access and opportunity to high school students and students transition to college.
- Compassion and empathy for those who have different walks of life.

Responsibilities

- Co-direct logistics and planning of the leaderSTATE Camp and other pre-college programs.
- Assist with marketing initiatives and communication efforts within the office of Pre-College & Opportunity Programs.
- Assist with the development of affinity-based preview days.
- 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 Le’Roy Davenport at ldavenport@adi.msstate.edu

Additional Information

Must work a minimum of 20 hours per week and possess the ability to occasionally work evenings and weekends. Students should not hold other jobs or assistantships.

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 Office of Pre-College and Opportunity Programs at (662) 325-2691.