Mississippi State University
Established in 1878, Mississippi State University (MSU) is one of the nation’s leading land-grant, space-grant, and sea-grant universities. Classified by the Carnegie Foundation as RU/VH: Research Universities (very high research activity), the University enrolls nearly 21,000 students and employs more than 4,600 individuals statewide, including more than 1,300 faculty. Rich in history and tradition, the University has approximately 132,000 enthusiastic and supportive living alumni. In addition to the main campus in Starkville, the university has a campus in Meridian and instructional sites in Jackson and Biloxi, as well as an extensive Distance Education program. The University awards more than 4,000 degrees annually at the bachelor’s, master’s, specialist, doctoral and professional levels.

Division of Student Affairs
The Division of Student Affairs at Mississippi State University is comprised of over 20 departments focusing on student life and engagement; student health and wellbeing; diversity and inclusion; safety and wellness; student support programs; and student success. The programs and services offered by our departments assist students in achieving their academic, personal, and career goals.

Our focus on excellence and innovation illustrate the Division’s commitment to creativity and forward-thinking approaches. We value the sense of tradition and belonging that comes from being a part of the Mississippi State community. Our partnership with the university’s graduate program in Student Affairs means we have great opportunities to support and train new professionals for their future careers in student affairs through graduate assistantships in our many departments. Learn more at saffairs.msstate.edu.

AVAILABLE POSITIONS:

Administrative Assistant to the Vice President, Division of Student Affairs – Job #502732
Under general supervision, coordinates, oversees, and/or performs a wide variety of administrative and program support activities for the Vice President for Student Affairs. Serves as primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues. Provides office and staff support services to the office, and oversees and/or participates in the coordination, supervision, and completion of special projects and events.

Assistant Director, Center for Student Activities – Job #502580
The Assistant Director is responsible for the coordination of the MSU Performing Arts Lyceum Series, Dawg Dawgs (Welcome Week) and Dawgs After Dark (late night, weekend) programming, as well as advising Music Maker Productions (student concert board). The role supervises a professional staff member and graduate assistant and indirectly supervises 2 graduate assistants. This is an upper-level position.

Assistant Director, Student Conduct, Dean of Students – Job #TBD
The Assistant Director of Student Conduct reports to the Associate Dean of Students’ and Director. As integral member of the Dean of Students’, the Assistant Director performs duties of the student conduct overseeing the administrative process for all university students. This positions works collaboratively with University police, residence life staff, student counseling, and student health services with regards to the student conduct process and coordination of the Behavioral Intervention Team to assist distressed students in need of relief. Further responsibilities include the Bully’s Closet and Pantry as well as service on divisional and university wide committees/assignments.

Assistant Director, Housing Occupancy Management, Housing and Residence Life - Job #500694
Provides leadership and direction in the client services functions of the department: housing residential applications, assignments, contracts, central office operations, and marketing and communications.
SUMMER 2021
STUDENT AFFAIRS JOB OPPORTUNITIES

**Campus Security Officer, University Police - Job #502691**
This position is a non-sworn, uniformed officer. The following examples are intended as illustrations only of the various types of duties assigned in positions allocated to this classification. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

**Clinic Nurse, Longest Student Health Center - Job #502585**
Provides general medical care to patients, within the scope of applicable licensure, as directed by clinicians of the John C. Longest Student Health Center.

**Community Director, Housing and Residence Life – Job #502676**
The Community Director (CD) provides leadership, management, supervision, and development for residence hall or apartment complex communities. This position creates a community that fosters student success inside and out of the classroom, and promotes personal and professional growth for residents. The CD ensures a balance of high level student development and customer service. This position also promotes an inclusive living-learning environment and partners with a diverse group of students, staff, and faculty to develop and implement programs that promote the mission of the University, the Division of Student Affairs and University Housing. This is a 12 month live-in position where the CD resides in their assigned on-campus apartment throughout their employment. The length of appointment will be no more than (4) years. Annual reappointment is based on performance and funding availability.

**Competitive Sports Coordinator, University Recreation - Job #502006**
The primary function of the Competitive Sports Coordinator is to assist the Associate Director of University Recreation in carrying out a comprehensive program of recreational activities and services, specifically intramural sports and sports club programming. This includes program development, fiscal management, and supervision of personnel administering those programs.

**Coordinator, Event Operations, Colvard Student Union - Job #502691**
To coordinate and supervise the activities of Event Services employees and assist with Reservations, Setups, Policy Procedures, creating work invoices for reservations and setups. To provide support to the A/V teams as needed for events, classes and meetings.

**Director, Health Promotion and Wellness - Job #502530**
The Director of Health Promotion and Wellness is responsible for the effective operation and administration of health education programming and services relating to general health education and wellness and specific university student health. The Director is also responsible for planning, implementing and evaluating health education programming in support of the stated mission of the University and of the Division of Student Affairs. The Director monitors national trends and helps to ensure that relevant outreach, educational programming and resources are provided to meet the needs of the campus community. Additionally, the Director of Health Promotion and Wellness provides strategic leadership and guidance in the development of a healthy environment for students, faculty and staff at Mississippi State University.

**Housing Assignment Coordinator, Housing and Residence Life - Job #502351**
Provides leadership and direction in the client services functions of the department: housing applications, housing assignments, contracts, billing, and central office operations.

**Licensed Practical Nurse, Longest Student Health Center - Job #502609**
Provides general medical care to patients, within the scope of applicable licensure, as directed by clinicians of the John C. Longest Student Health Center.

**Medical Lab Assistant, Longest Student Health Center - Job #501872**
Assist with laboratory procedures at the Student Health Center. Collect specimens and perform laboratory tests on samples, focus on excellence and innovation, illustrate the Division’s commitment to creativity and forward-thinking approaches. We value the sense of tradition and belonging that comes from being a part of the Mississippi.
Office Associate, Colvard Student Union - Job #502559
Performs a variety of basic to complex office support and/or secretarial duties for a specified unit/department, which require a range of skills and knowledge of organizational policies and procedures.

Office Associate, Fraternity and Sorority Life - Job #502558
Performs a variety of basic to complex office support and/or secretarial duties for a specified unit/department, which require a range of skills and knowledge of organizational policies and procedures.

Police Officer, University Police - Job #502421
Performs a variety of police duties in enforcing laws, rules, and regulations to protect lives and property associated with the university.

Staff Counselor, Student Counseling Services - Job #502245
The Staff Counselor reports to the Director of MSU Student Counseling Services and serves in the Division of Student Affairs. The Staff Counselor is responsible for providing mental health services including individual, couple, and group counseling and for providing psycho-educational programming and workshops to the campus community. Additionally, the Staff Counselor is responsible for providing crisis intervention and consultation services for students.

Staff Psychologist, Student Counseling Services - Job #502107
The Staff Psychologist reports to the Director of the MSU Student Counseling Services and serves in the Division of Student Affairs. The Staff Psychologist is responsible for providing individual, couple and group counseling to students and for providing psychoeducational programming and workshops to the campus community. Additionally, the Staff Psychologist is responsible for providing crisis intervention, psychological evaluation, and consultation services for students.

Veteran Benefits And Program Counselor, Center for America’s Veterans - Job #502598
Under the direction of the Director, Veterans and Military Affairs, the Veterans Benefits & Program Counselor is responsible for managing the eligibility provisions of the VA programs available to eligible students and certifying their enrollment to the appropriate VA Regional office where eligibility is established, and payments are processed. Counsel’s veterans, service-members, dependents, and survivors concerning eligibility and benefits available to them under the various VA educational assistance programs offered at Mississippi State University. Also monitors academic progress of VA students and obtain approval of all programs and courses from the State Approving agency.

For more information or to apply, visit: JOBSS.MSSTATE.EDU

MSU is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, ethnicity, sex (including pregnancy and gender identity), national origin, disability status, age, sexual orientation, genetic information, protected veteran status, or any other characteristic protected by law. We always welcome nominations and applications from women, members of any minority group, and others who share our passion for building a diverse community that reflects the diversity in our student population.