



MISSISSIPPI STATE UNIVERSITY™

STUDENT LEADERSHIP AND COMMUNITY ENGAGEMENT

Mississippi State University | Student Leadership and Community Engagement
Graduate Service Assistant for Service Programs

Academic Year (July 1, 2024 – June 30, 2025)

Main Campus: 3rd Floor, Moseley Hall

Department Overview

Student Leadership and Community Engagement (SLCE) includes the AmeriCorps VISTA Project, Day One Leadership Program (Day One), Maroon Volunteer Center (MVC), and Montgomery Leadership Program (MLP).

Graduate Assistantships require a high degree of professionalism, and Graduate Assistants must exhibit a strong work ethic and commitment to integrity, honesty, dedication, and confidentiality. Successful applicants exhibit initiative, flexibility, excellent communication skills, and an ability to organize and prioritize tasks.

Qualifications

- Current or entering, full-time graduate student at Mississippi State University
- Ability to work independently while remaining punctual, organized, and detail oriented.
- Strong knowledge of Microsoft Office software (Word, PowerPoint, Outlook, Teams, Excel, and Publisher)
- Strong skills in mentoring, classroom management, and teaching, communication, and presentation skills
- Ability to facilitate group discussions through presentations to MSU student groups and community partners.
- Occasional evening and weekend hours are required.

Primary Function of Position:

- Assist with fall and spring Alternative Break Trips (Alt Breaks), including curriculum development, recruitment and selection, training, risk management, and travel coordination.
- Educate and train students on the benefits of service and servant leadership.
- Research and coordinate community service opportunities within surrounding communities.
- Assist with logistics for annual days of service (Service DAWGS Day, MLK Day of Service, and The MSU BIG EVENT)
- Communicate regularly with community partners to build capacity and adjust to their needs.
- Other duties as assigned.

How to Apply

Applicants should submit their application, cover letter, and resume at www.saffairs.msstate.edu/assistantships.

Additional Information

At least 20 hours per week and possess the ability to work evenings and weekends occasionally. Students should not hold other jobs or assistantships. As compensation, students will receive tuition waivers except for minimal university fees, stipends paid twice a month, and professional development funds when available. The Graduate Assistantship contract may be eligible for renewal every year.

Disclaimer

1. Mississippi State University is an equal-opportunity employer. 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.