



MISSISSIPPI STATE UNIVERSITY™

OFFICE OF PRE-COLLEGE AND OPPORTUNITY PROGRAMS

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

Graduate Assistant for Pre-College and Opportunity Programs

Academic Year (June 1 – May 31)
Main Campus –Magruder Hall 231

Department Overview

The Office of Pre-College and Opportunity Programs at Mississippi State University is committed to enriching the college experience for prospective students by fostering an environment where students are celebrated as integral members of the campus community. The Graduate Assistant will collaborate closely with programs such as the leaderSTATE STEM Camp, Bulldog Adventures, and Bulldog for a Day. This office plays a vital role in supporting the recruitment, enrollment, and transition of students to the university. The Graduate Assistant will coordinate activities designed to introduce students to Mississippi State University, its academic departments, and the vibrant student life and organizations that shape the overall college experience. Additionally, this position will work alongside the Coordinator of Pre-College and Opportunity Programs to help maintain a welcoming atmosphere for students as they transition 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 interest- 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 Peyton Brown at pbrown@aos.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

Mississippi State University is an equal opportunity institution.

For More Information, contact the Office of Pre-College and Opportunity Programs at (662) 325-2735.