



MISSISSIPPI STATE UNIVERSITY™

FRATERNITY AND SORORITY LIFE

Well-Being & Education Graduate Assistant Position 2026-2027

12-Month (August 15 - May 15)

Office of Fraternity & Sorority Life

The Office of Fraternity & Sorority Life at MSU provides fraternities and sororities with educational programs and services that create, promote, and foster a learning community. Our work consists of advocacy, advisement, development, and engagement opportunities to benefit the student experience. The Graduate Assistant will work alongside the Fraternity & Sorority Life staff to support more than 4,200 students who belong to 37 recognized fraternities and sororities.

Department Mission

Through collaboration with international organizations, alumni, and the Division of Student Affairs, the Office of Fraternity & Sorority Life at Mississippi State University rosters a well-rounded college experience by providing membership development, academic support, and engagement opportunities.

The department aligns with the Division of Student Affairs's new strategic plan, which envisions inspiring success in all students and promoting active citizenship, learning, well-being, and success. Additionally, Fraternity and Sorority Life contributes to the institution's transformational plan by creating a supportive environment that focuses on serving the whole student and providing innovative professional and personal development programs, memorable experiences, and experiential learning opportunities.

Primary Function of Position

The primary responsibility of this position is to assist with the daily needs of the Office of Fraternity and Sorority Life including the National Pan-Hellenic Council, Panhellenic Council, Interfraternity Council, and United Greek Council. This role reports to the Assistant Director of Fraternity & Sorority Life.

Required Qualifications

- Acceptance to, or current enrollment in a Mississippi State University graduate or professional program as a full-time student
- Desired candidates will be enrolled in the Master of Science (M.S.) degree in Student Affairs & Higher Education program; other graduate programs will also be considered
- Demonstrated ability to plan and present undergraduate student programming
- Proficiency with Microsoft Office software
- Excellent written and verbal communication skill
- Candidates should possess the maturity, leadership style, and personal character traits that will promote success in the position



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Duties & Responsibilities

The Graduate Assistant will work an average of 20 hours per week in the office. Some evening and weekend hours will be required. A majority of this time will be spent in contact with students and planning and implementing programs and initiatives. Specific responsibilities will include, but are not limited to:

- Work with the staff to assist in day-to-day operations of the Office of Fraternity and Sorority Life
- Attend weekly staff meetings
- Attend monthly one-on-one with supervisor, Assistant Director of Fraternity and Sorority Life
- Assist in advising Well-Being Team, Academic Chairs, & Council Executive Boards
- Maintain contact documents and roster updates for chapters
- Manage weekly absence reports and academic progress reports
- Assist with the planning and execution of Fraternity and Sorority Life major events i.e., leadership summit, recruitment, new member presentation, etc.
- Provide support and resources to respective chapters to maintain compliance with SOFE
- Assist in coordination and execution of programming for Office of Fraternity and Sorority Life including, but not limited to New Member class, Ritter Awards Program, Chapter Leadership Summit, & educational programming.
- Assist with other duties as assigned

Remuneration: \$12,000 (12-month stipend) and 100% of assessed tuitions. Graduate Assistants who are not Mississippi residents will receive a 100% exemption of the additional charges assessed for non-resident tuition. Professional Development opportunities are available including funds for conference registration and travel.

For more information or to apply, please reach out to Jamie Methvin, Assistant Director of Fraternity & Sorority Life at jmethvin@saffairs.msstate.edu.