



MSU PROMISE PROGRAM

Promise Program Graduate Assistant

Promise Program Overview:

The Mississippi State University Promise Program is designed to offer financial assistance and other opportunities to entering freshmen and community college transfer students from economically challenging situations. The Promise Program works to assist students in making their dreams of obtaining a degree a reality.

Essential Duties and Responsibilities:

1. Assist the Promise Program Assistant Director with facilitating a transitional course for first- year Promise students.
2. Conduct Promise Conferences and Academic Checkpoints with Promise Program Students (One on One Meetings)
3. Work closely with the Division Marketing team to facilitate the marketing and informational outreach including the creation of Promise newsletter, website updates, social media, and other marketing pieces.
4. Identifies and confers with Promise students who are experiencing academic difficulty or exhibiting poor class attendance and provide appropriate guidance to students to address these problems.
5. Works collaboratively with campus partners to build a support network for Promise students.
6. Assists with record keeping by becoming familiar with and maintaining a database of all Promise Program students.
7. Works collaboratively with the Promise Program Assistant Directors on Promise reports and data collection.
8. Assists in the coordination of Promise programs and events.
9. Assist with supervising the Promise Program Ambassadors to provide a sense of accountability and support.
10. Other duties as requested.

Minimum Qualifications:

1. Completed Bachelor's degree from an accredited college or university.
2. Must meet the admissions requirements for the Graduate School at Mississippi State University, with the understanding that they will enroll in graduate courses.

Knowledge, Skills, and Abilities:

1. Knowledge and expertise in effective learning strategies, motivational techniques, and study skills development.
2. Ability to exercise sound judgment and handle sensitive and confidential information with discretion and according to FERPA guidelines.
3. Skill in working independently and following through on duties with minimal direction.
4. Ability to effectively listen and counsel students with academic and/or personal questions and concerns related to their college experience.
5. Ability to interact and work with individuals from diverse social, cultural, economic, and educational backgrounds.
6. Outstanding communication skills, both oral and written.
7. Ability to interact collaboratively and effectively with other staff and administrators.
8. Ability to use Microsoft 365 Applications such as Word, Excel, Planner, and Forms

Working Conditions and Physical Effort:

1. No unusual physical requirements. Requires limited lifting of files and records. Nearly all work is performed in a comfortable indoor facility.
2. Frequent external imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature of volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; involves conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.
3. Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands.
4. Vision requirements: Ability to see information in print and/or electronically.

Equal Employment Opportunity Statement:

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.