



Mississippi State University – Center for Student Activities Graduate Assistant for Programs

9-Month (August - May)

Main Campus – Colvard Student Union Suite 314

Center for Student Activities Overview

Center for Student Activities (CSA) offers a variety of programs and events to encourage involvement and provide entertainment for the campus and surrounding community. There are over 300 student organizations supported by the Center for Student Activities through involvement and events. The Student Association, Lyceum Series, Music Maker Productions, Involvement Ambassadors, New Maroon Camp, Dawg Days, Miss MSU Scholarship Competition, Transfer Student Association, Cowbell Connect database, Bulldog Bash, Colvard Student Union Art Gallery, Student Involvement events and initiatives, and campus Cultural/Traditions/Recognition events are all organizations or programs housed within the Center for Student Activities.

Qualifications

- Enrolled or entering full-time graduate student at Mississippi State University
- Experience in student organizations and/or event planning
- Strong writing and communication skills
- Highly organized and detail-oriented

Strong preference will be given to applicants available to begin August 1 as an intermittent worker to assist with Dawg Days (Welcome Week).

Responsibilities

- Assist in advising student organizations including the Student Association, Music Maker Productions, New Maroon Camp, Transfer Student Association and Involvement Ambassadors through contract negotiation, advertising, public relations, budgeting, leadership development, and programming implementation.
- Assist with the planning and execution of the major events such as: Dawg Days, Halloween Carnival, Dawgs After Dark, Old Main Music Festival, Bulldog Bash, Miss MSU, Student Organization Fairs, Last Day of Class Carnival, etc.



- Participate in pre-show and day-of-show activities for Music Maker Productions shows and Lyceum Series performances.
- Assist with Student Organization re-registration and trainings and serve on the new student organization committee.
- Assist with coordination, preparation, and distribution of advertising and promotional materials for activities hosted by the Center for Student Activities.
- Assist in supporting all student organizations of MSU through the promotion of Cowbell Connect, individual meetings/consultations, and assisting with the New Student Organization Committee
- Work with the Center for Student Activities staff to assist in day-to-day operations of the Center for Student Activities including maintaining office hours.
- Other Duties as assigned

How to Apply

Complete a Graduate Assistantship Application on the Division of Student Affairs website at: www.saffairs.msstate.edu/.

Along with the application, interested applicants should email cover letter and resume to Staci Franklin at **staci.franklin@msstate.edu**

Additional Information

Graduate Assistants work approximately **20 hours per week** and may not hold additional employment or assistantships. Compensation includes a stipend of **\$500 twice per month** and a **100% tuition exemption** for assessed in-state tuition and required fees. Non-resident Graduate Assistants will also receive a **100% exemption of non-resident tuition**.

Disclaimer

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and or any other status protected by state or federal law is prohibited in all employment decisions.

For More Information, contact Staci Franklin at **staci.franklin@msstate.edu**