

UNDERGRADUATE ADMISSIONS JOB DESCRIPTION

TITLE: Graduate Assistant

DEPARTMENT: Undergraduate Admissions

DIVISION: Academic Affairs

LOCATION: 250 Montgomery Hall

DATE: June 2026

FUNCTION: The purpose of the Graduate Assistant is to assist the Office of Admissions & Scholarships in the recruitment of undergraduate students to Mississippi State University. Student will work primarily with Undergraduate Campus Visits. Visits are hosted annually Monday – Friday when university classes are in session.

DUTIES AND RESPONSIBILITIES:

1. Main job duty is to assist with all daily Undergraduate Campus Visit functions.
2. Daily duties can include visit check in, greeting and seating and more.
3. Help manage campus visit room, restocking, cleanliness, etc.
4. Set up academic and extracurricular appointments for prospective students.
5. Visit with students and parents. Required to be in the office on days of heavy visitation (Game Day Fridays, President's Day, etc.).
6. Schedule campus visits for prospective students.
7. Learn information regarding admissions requirements, scholarships, etc.
8. Give admissions presentations to visiting high school group visits.
9. Write post cards to students from your high school and/or community college that have been admitted to MSU.
10. Transport families to and from different locations on campus.
11. Give walking and driving tours to prospective undergraduate students when Roadrunners are not available.
12. Answer voicemails or written messages relayed to you and respond to email daily.
13. Assist with large to small scale on-campus events: Fall and Spring Preview Days, Scholars' Recognition Day, Phi Theta Kappa, Honors, and Summer Orientations, Presidential Interviews, etc.
14. Keep your desk area and the common areas neat, tidy, and stocked with essential materials
15. Other duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS: Enrolled in classes for a Master's degree program. Possess valid driver's license.

SUPERVISION RECEIVED: The Graduate Assistant receives oral and written advice and/or instructions from the Recruitment and Events Coordinator.