



Holmes Center for Student Success TRIO Program STEM – H Graduate Assistant Job Description

**Academic Year (August 16, 2026 – July 31, 2026)
Main Campus – Suite 225 of the Colvard Student Union**

Department's Overview

The Holmes Center for Student Success (HCSS) strives to support the overall success of students at Mississippi State University. As a “home away from home” for students, the center provides access to a range of services and support designed to enhance academic success, personal success, and career development. The graduate assistant position will work primarily with the TRIO STEM-U Program. This position will cater to the needs of all STEM participants within the program, encompassing the planning and execution of events, programs, and initiatives that promote STEM degree completion and personal and professional development.

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 for promoting student success.
- Have a background in STEM experiences.

Responsibilities

- Facilitate checkpoint meetings with STEM-H participants.
- Plan and facilitate STEM- H programs, events, and initiatives.
- Serve on divisional cross-functional teams within the Division of Access, Opportunity, and Success
- Provide essential input for participants' data for annual reporting
- Facilitate and participate in outreach initiatives
- Assist in facilitation of First-Generation initiatives
- Facilitate special Holmes Center for Student Success programs and events.
- Assist with other duties as needed and/or requested.

How to Apply

Applicants should email a cover letter and resume to the Holmes Center for Student Success at hcss@msstate.edu.

Additional Information

Must work a minimum of 20 hours per week and possess the ability to work evenings and weekends occasionally. Student should not hold other jobs or assistantships.

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 the Holmes Center for Student Success at (662) 325-2033.