



# MISSISSIPPI STATE UNIVERSITY™

## CAREER CENTER

### Graduate Teaching Assistant for Career Planning

9-Month | Assistantship Stipend Total - \$10,207 | MSU Starkville Campus | Montgomery Hall, 3<sup>rd</sup> Floor

#### POSITION OVERVIEW

A Career Center Graduate Teaching Assistantship can help interested students obtain the experience necessary to be competitive in a career services and/or student affairs job search upon graduation. The position will provide counseling, coaching, and major/career exploration programs as it relates to the undecided student population. This position is under the supervision of the Assistant Director of Career Exploration and will be responsible for teaching at least one section of Career Planning (COE 1323), a credit-bearing course designed to address career decision making/major exploration and job search strategies for first- and second-year students. Additionally, this position will work collaboratively with the Career Center staff to create major/career exploration resources and programs to help students decide on a major.

#### QUALIFICATIONS

- Current, full-time graduate student at MSU with ability to start in August 2025
- Pursuing a master's degree in counseling, student affairs, or related field
- An energetic, customer-driven mindset with experience with public speaking
- Initiative to market Career Center services across campus to diverse populations
- Strong communication, time management, organization, research, and presentation skills
- Ability to independently perform high quality work following well-defined policies and procedures while simultaneously performing in a team environment
- An interest in the field of career services and/or a student-focused position in higher education as a potential career path

#### RESPONSIBILITIES

- Meet individually with students who are undeclared or changing majors
- Provide resume and job search correspondence critiques
- Conduct mock interviews for students pursuing full-time and professional school opportunities
- Participate regularly in outreach initiatives to promote Career Center resources and events
- Present to classes and student organizations related to Career Center services and career development topics
- Assist Career Center staff with major programming events (e.g., Career Fairs, Interview Days, etc.)
- Additional duties as assigned or according to the GTA's special interest areas (teaching, research, etc.)

#### ADDITIONAL INFORMATION

Student will work approximately 20 hours per week and possess the ability to occasionally work evenings and weekends. Student should not hold other jobs or assistantships. As compensation, student will receive full tuition waiver except minimal university fees, stipend paid twice a month, and professional development funds when available. Graduate Assistants in their first year may be offered an additional year of assistantship, if agreed upon by both parties.

#### HOW TO APPLY

Students interested in this assistantship, can apply through the Student Affairs website at: [saffairs.msstate.edu/assistantships/](http://saffairs.msstate.edu/assistantships/); be sure to select "Career Center" under "Other" on the application. Current Mississippi State students can apply at [connections.msstate.edu](http://connections.msstate.edu). In addition to your application, please email your resume and cover letter to Toria Carter, at [tcarter@career.msstate.edu](mailto:tcarter@career.msstate.edu) with the subject, "Career GTA Applicant."