



MISSISSIPPI STATE UNIVERSITY™

CAREER CENTER

Co-op & Internship Program

Graduate Assistant for Cooperative Education Program

9-Month | Assistantship Stipend Total - \$10,207 | MSU Starkville Campus | McCain Hall, 3rd Floor

POSITION OVERVIEW

The Co-op GA reports to the Assistant Director of Cooperative Education. The GA has scheduled one-on-one appointments with students seeking full-time industry or engineering roles upon graduation. The GA assists students and alumni in the areas of career development through individual meetings, resume and job search correspondence critiques, mock interviews, and career development outreach.

QUALIFICATIONS

- Current, full-time graduate student at MSU with ability to start in August 2025
- Pursuing a master's degree in engineering, counseling, student affairs, or related field
- An energetic, customer-driven mindset with experience with public speaking and outreach
- Initiative to market Career Center services across campus to diverse populations
- Strong communication, time management, organization, research, and presentation skills
- 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 seeking full-time employment
- Resume and job search correspondence critiques
- Mock interviews for full-time and professional school
- Outreach presentation development, marketing, and execution to MSU student groups (pop-up shops, classroom talks, mobile career center, presentations, etc..)
- Major programming event assistance (Career Fairs, Interview Days, etc.)
- Developing student focused outreach initiatives
- Additional duties as assigned or according to GA'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/; be sure to select "Career Center" under "Other" on the application. Current Mississippi State students can apply at connections.msstate.edu. In addition to your application, please email your resume and cover letter to Megan Artz, at martz@career.msstate.edu with the subject, "Co-op GA Applicant."