



MISSISSIPPI STATE UNIVERSITY™

CAREER CENTER

Graduate Assistant for Outreach and Engagement

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

POSITION OVERVIEW

The Outreach Engagement Graduate Assistant reports to the Career Advisor for the College of Arts & Sciences and the College of Education with a dotted line to the Assistant Director for Career Exploration. The GA plays a pivotal role in enhancing the visibility of the Career Center among the student body through strategic outreach initiatives such as presentations, information sessions, and workshops aimed at educating students about career resources and opportunities available through the Career Center.

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 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

- Coordinating staffing and scheduling for outreach activities
- Coordinating the reservations of any out-of-office tabling areas (if necessary) and materials (such as folding tables, chairs, etc.)
- Utilizing effective and timely communication with all involved parties
- Organizing all materials (marketing/promotional items, handouts, etc.) to be used during the outreach activities
- Planning future outreach initiatives in a highly proactive manner
- Resume and job search correspondence critiques
- Mock interviews for full-time and professional school
- Major programming event assistance (Career Fairs, Interview Days, etc.)
- Additional duties as assigned or according to GA's special interest areas (teaching, research, etc.)
- Manages Presentation Request System and Confirmations
- Support the Assistant Director of Career Exploration in supervising and managing the Student Career Ambassador team, providing guidance, feedback, and training to ensure effective peer-to-peer career development services and programs.
- Help oversee and manage drop-in hours at the Career Center, ensuring coverage and providing assistance when needed to support students seeking career advice and resources.

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 Daniel Morgan, at dmorgan@career.msstate.edu with the subject, "Outreach GA Applicant."