



# MISSISSIPPI STATE UNIVERSITY™

## PLANNING & ASSESSMENT

**Position:** 2025 Student Affairs Planning and Assessment Graduate Assistant

**12 Month Appointment Spring/Summer/Fall**

**Main Campus-George Hall**

The Planning and Assessment office supports planning and program improvement efforts throughout the division of Student Affairs. The office also provides leadership and management of two division-wide teams including the Planning and Assessment Workgroup and the Student Affairs Professional Development Team.

The Graduate Assistant will mainly review, analyze, and manage data as required. Student will also support event coordination and strategic planning efforts.

### **Qualifications**

- Officially accepted into MSU's graduate school (main campus)
- A full-time enrolled student
- Commitment to a 9-month term in the position
- Demonstrate ability to work and communicate with others in a team or group setting
- Proficiency with Microsoft Office (Excel, Word, PowerPoint, Outlook)

### **Preferred Qualifications**

- Experience working in a Student Affairs or higher education setting
- Experience with processing and interpreting qualitative and quantitative data, including experience with data management software such as Qualtrics, SPSS, and/or NVivo

### **Responsibilities**

- Review, analyze, and manage qualitative and quantitative data
- Assist with event and strategic planning
- Other duties as assigned

The GA is expected to work 20 hours per week and can determine work schedule based on course work. Student will receive 100% tuition remittance, and a stipend paid twice a month.

### **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.

### **Contact**

Please contact Dr. Kelsey Guy, Director of Student Affairs Planning & Assessment: [kelsey.guy@saffairs.msstate.edu](mailto:kelsey.guy@saffairs.msstate.edu)