



# MISSISSIPPI STATE UNIVERSITY™

## HOLMES CULTURAL DIVERSITY CENTER

### Mississippi State University – Holmes Cultural Diversity Center Graduate Assistant

**Academic Year (August 2025 -June 2026)**

**Main Campus – 2<sup>nd</sup> Floor of the Colvard Student Union**

#### **Department Overview**

The Holmes Cultural Diversity Center (HCDC) of Mississippi State University strives to enhance the college experience for all students. The center creates a welcoming and inclusive environment that empowers students to learn, live, and lead in a global and ever-changing environment.

#### **Qualifications**

- Full-time Graduate Student at MSU
- 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 belonging student success, and career readiness.
- Ability to keep records and data management

#### **Responsibilities**

- Assisting with student advising for select student organization(s).
- Assist with the planning programs and event facilitation.
- Serve on divisional and campus-wide committees
- Managing small programming budgets & tracking
- Assisting students in completing academic checkpoints.
- All other duties assigned and/or requested.

**How to Apply**

Applicants should email a cover letter and resume to the Holmes Cultural Diversity Center at [hcdc@msstate.edu](mailto:hcdc@msstate.edu).

**Additional Information**

Must work a minimum of 20 hours per week and possess the ability to occasionally work evenings and weekends. Students should not hold other jobs or assistantships. As compensation, students will receive tuition waivers except for minimal university fees, stipends paid twice a month, and professional development funds when available.

**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 Cultural Diversity Center at (662) 325-2033.**