



MISSISSIPPI STATE UNIVERSITY™

ORIENTATION AND EVENTS

Graduate Assistant Office of Orientation & Events

Priority Deadline: Tuesday, February 4th, 2025

Job Description:

The Office of Orientation & Events Graduate Assistant (GA) will serve from August 2025 until July 2026. The GA will work in the office to assist with event planning and preparation, establish partnerships on campus, assist in leading the Orientation Leader program, and supporting the office efforts to provide high quality recruiting and orientation events at Mississippi State University.

Responsibilities:

- Support the office in planning, scheduling, and implementing of on-campus recruiting events and orientation programs
- Utilize Slate, our Customer Relationship Management (CRM) system, including keying in monetary charges to event details allowing prospective students and guests to register for upcoming events on campus
- Assist prospective students and families in their college transition and exploration via phone, email, or in-person by answering questions and working to find solutions
- Recruit and promote for the Orientation Leader program
- Counsel and assist with the Orientation Leaders via their training and preparation
- Participate in planning and oversight of designated tasks related to the Orientation Leaders
- Collaborate with campus partners for events and planning

Qualifications:

- Completed Bachelor's degree
- Acceptance into a Mississippi State University graduate program for the 2025-2026 academic year
- Ability to work 20 hours/week
 - Priority for hours based on office needs for events but will not exceed 20 hours
- Positive attitude, and ability to work with diverse populations
- Strong communication, organization, and time management skills
- Knowledge of Office365
- Must possess a valid driver's license

Benefits

- The stipend for this role is a monthly stipend of \$943.33, not to exceed a total of \$11,320 during the period of employment.
- Graduate students will receive a 100% tuition remission

Interested applicants should complete this [form](#) and include their cover letter, resume, and references. For questions, contact Jake Hartfield, Director of Orientation & Events, at jh1633@msstate.edu.