



MISSISSIPPI STATE UNIVERSITY™

OFFICE OF INCLUSIVE EXCELLENCE

Name of Assistantship

2024-2025 GRADUATE ASSISTANT

Employing Department

Office of Orientation and Events

Primary Professor Contact Information

The Office of Inclusive Excellence is not involved with the hiring process, please contact this individual with questions.

Brittany White Doty, Assistant Director of Orientation & Events.
Email: brittany.white@msstate.edu

Work Description

The Office of Orientation & Events Graduate Assistant (GA) will serve from August 2024 until July 2025. 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

The Office of Inclusive Excellence does not maintain information about hiring status, search timelines, or any additional information on these positions. For specific questions about the position, please contact the hiring department using the information listed above. For specific questions about admittance to [Graduate School at Mississippi State University](#), please reach out directly to them at the link provided.



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Work Description, continued

- 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

Pay & 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

Preferred Majors

Qualifications:

- Completed Bachelor's degree
- Acceptance into a Mississippi State University graduate program for the 2024 – 2025 academic year

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Other Helpful Information

<https://www.saffairs.msstate.edu/files/OrientationGA.pdf>

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