



MISSISSIPPI STATE UNIVERSITY™

STUDENT LEADERSHIP AND COMMUNITY ENGAGEMENT

Mississippi State University | Student Leadership and Community Engagement Graduate Service Assistant for Leadership Programs

Academic Year (July 1, 2022 – June 30, 2023)

Main Campus: 3rd Floor, Moseley Hall

Department Overview

The Office of Student Leadership and Community Engagement (SLCE) includes the Center for Community-Engaged Learning (CCEL), Maroon Volunteer Center (MVC), and leadership programs including the Day One Leadership Program and the Montgomery Leadership Program (MLP).

This position requires a high degree of professionalism that must be exhibited by a strong commitment to integrity, honesty, dedication, and confidentiality. Applicants should have initiative, flexibility, excellent communication skills, and a strong ability to organize and prioritize tasks.

Qualifications

- Current or entering, full-time graduate student at Mississippi State University
- Ability to work autonomously, while remaining organized and detail-oriented
- Strong knowledge of Microsoft Office software (Word, PowerPoint, Outlook, Teams, Excel, and Publisher)
- Strong skills in mentoring, classroom management and teaching, communication, and presentation skills
- Ability to facilitate group discussions through presentations to MSU student groups and community partners
- Occasional evening and weekend hours required

Primary Function of Position:

- Assist with instruction of classes affiliated with Montgomery Leadership Program and Day One Leadership Programs
- Assist in program implementation, evaluation, and revision of the Day One Leadership Program.
- Conduct student intervention sessions with Day One students in need of additional assistance.
- Recruit and maintain relationships with community service agencies for Montgomery Leadership and the Day One Leadership Program, requiring local travel.
- Design and complete service agreements for community agencies involved in leadership programs.
- Assist in supervision of student events, including community service-learning projects.

- Other duties as assigned.

How to Apply

Applicants should submit their application, cover letter, and resume, at www.saffairs.msstate.edu/assistantships.

Additional Information

A minimum of 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 tuition waiver except minimal university fees, stipend paid twice a month, and professional development funds when available. The Graduate Assistantship contract may be eligible for renewal on a yearly basis.

Disclaimer

Mississippi State University is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, ethnicity, sex (including pregnancy and gender identity), national origin, disability status, age, sexual orientation, genetic information, protected veteran status, or any other characteristic protected by law. We always welcome nominations and applications from women, members of any minority group, and others who share our passion for building a diverse community that reflects the diversity in our student population.