



MISSISSIPPI STATE UNIVERSITY™

STUDENT MONEY MANAGEMENT CENTER

Mississippi State University – Student Money Management Center Graduate Assistant

12-month (June 2024 – May 2024)

Main Campus – Garner Hall Office 213

Student Money Management Center Overview

The Student Money Management Center (SMMC) is a new but rapidly evolving student support program dedicated to empowering MSU students with financial knowledge and resources. We do this through outreach, such as presentations and events, online tools and resources, and through our Money Mentors, who are student peer counselors who provide free, confidential coaching on personal finance goals and questions.

Qualifications

Applicants for the GA position must be:

- A full-time, degree-seeking student in an MSU graduate program while actively employed in the position
- Eligible for Work-Study with a completed FAFSA
- A United States citizen or has authorization to work in the United States

All majors are encouraged to apply. We are looking for applicants who want to share their abilities and ideas to grow and strengthen the program, are seeking to learn new skills, can work independently, and work well in a small team.

Responsibilities

The **Graduate Assistant of the SMMC** has a variety of responsibilities but act as second-in-command to the head of the SMMC. You *DO NOT* have to be proficient in personal finance to be eligible for these positions.

This position is meant to provide flexibility in its responsibilities, basing core duties on

the chosen applicant's skills and interests. This allows this position to cater to most all majors and career fields of interest.

Responsibilities may include:

- Coordinate and/or lead presentations, workshops, and events
- Coordinate marketing and advertising efforts
- Engage in graphic design and copywriting for programming and newsletter
- Raise student awareness of program
- Create initiatives to increase engagement between student population and Center
- Cultivate relationships between the Center and other university departments/organizations
- Supervise the day-to-day operations of the Money Mentor students
- Conduct analysis of the effectiveness of SMMC programming
- Track and coordinate data collection for evaluation of programming
- Assist with the preparation and implementation of current and ongoing grants
- Assist with budgeting, program financial analysis, and reporting
- Create initiatives to increase resources available online

The GA position works closely with the head of the SMMC to coordinate processes, improve programming, and lead initiatives for the growth and improvement of the SMMC. **Depending on the applicant, responsibilities can be modified, added, or removed to meet the GA's interests and career goals.**

How to Apply

Complete a Graduate Assistantship Application on the Division of Student Affairs website at <https://www.saffairs.msstate.edu/assistantship/apply>. Along with the application, applicants should email cover letter and resume to Mallorie Smith at mallorie.smith@msstate.edu.

Additional Information

Timeframe: This position will preferably begin in Summer 2024, but can begin in Fall 2024, if required by the chosen applicant. The contract period will be for an academic year but will continue until the applicant's graduation if work is satisfactory.

Compensation: The chosen applicants will receive a **100% tuition waiver and a bi-monthly stipend.**

Job Requirements: GAs are expected to work for **20 hours per week.** GAs can choose their own hours between Monday and Friday, 8am - 5pm. Occasional events and presentations may occur outside of business hours.

For more information about the SMMC or questions, visit smmc.msstate.edu or email the head of the SMMC, Mallorie Smith, at mallorie.smith@msstate.edu.