



**MISSISSIPPI STATE UNIVERSITY™**  
DIVISION OF ACCESS, OPPORTUNITY  
AND SUCCESS

Mississippi State University – Division of Access, Opportunity and Success  
Marketing/Communications Graduate Assistant

Academic Year (12 Months) Main Campus – George Hall

**Department Overview**

The Division of Access, Opportunity and Success Marketing & Communications Office strives to offer departments quality services and marketing tactics while maintaining university brand standards. Our department creates content for social media, completes design requests, and produces video projects for all areas.

**Qualifications:**

- Full-time graduate student at MSU
- Knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop, Express)
- Knowledge of Social Media Channels
- Experience in video production
- Experience in storytelling or creative writing
- Experience in Graphic Design

**Responsibilities:**

- Conceptualize and develop social media calendar and content
- Help to maintain the division-wide marketing project management system
- Organize information for AOS website
- Assist with campus digital signage
- Photography Experience
- Strong Writing & Proofing
- Excellent Communication Skills
- Organized and Detail Oriented
- Knowledge of Microsoft Office 365 (Teams, Excel, and Word)
- Utilize campus photo library for marketing needs
- Copy writing for print and digital
- Proof and edit material
- Communicate with various offices on material needed
- Assist in supervising student team
- Assist graphic designers with graphics
- Other duties as assigned

**How to Apply:**

Applicants should send their resume, work examples, and/or portfolio to Ashli Coggins:  
[acoggins@aos.msstate.edu](mailto:acoggins@aos.msstate.edu).

**Additional Information:**

Student will work 20 hours per week. Student should not hold other graduate assistantships. As compensation student will receive 100% tuition waiver, stipend paid twice a month, and professional development funds when available. Marketing and Communications graduate assistants are expected to work according to the staff university calendar.

MSU 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.

For more information, contact Ashli Coggins at [acoggins@aos.msstate.edu](mailto:acoggins@aos.msstate.edu).