**Graduate Assistant for Strategic Data** (FY24)

Academic Year (August 16 – June 30) Main Campus -- Mississippi State University

The Graduate Assistant for Strategic data will provide support for data-informed choices within the Division of Access, Diversity & Inclusion and provide research, writing, and data synthesis support for external grant proposals.

**Qualifications:**

* Full-time student enrolled in a doctoral program at Mississippi State University
* Ability to work and communicate effectively independently and within teams
* Proficiency with Microsoft Office Software (Word, PowerPoint, Outlook, Excel and Publisher)
* Ability to conduct academic research and effectively synthesize findings.
* Ability to prepare reports, briefs, logic models, and other tools to synthesize and explain large quantities of research and data, both from written and numerical sources.

**Responsibilities:**

* Conduct research effectively synthesize findings verbally and in writing.
* Prepare reports, briefs, logic models, and other tools to synthesize and explain large quantities of research and data, both from written and numerical sources.
* Write for an array of projects, including grant proposals, project proposals, data reports, award nominations, and similar.
* Create, implement, and track assessment tools and findings for various offices working with student and employee learning outcomes using descriptive or inferential statistics methods.
* Create forms, spreadsheets, graphs/tables, and Pivot tables using Excel to interpret and explain data points.
* Attend and participate in meetings to communicate information about findings and process updates from projects with various student, faculty, and staff stakeholders.
* Serve on Division-wide committees to assist with planning diversity, equity, & inclusion related events and initiatives.

**Additional Information**

Must work a minimum of 20 hours per week and possess the ability to occasionally work evenings and weekends. 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.

**Working Conditions and Physical Effort**

* No unusual physical requirements. Requires limited lifting of files and records and nearly all work is performed in an indoor facility.
* Frequent- External imposed deadlines; set and revised beyond one’s control; interruptions influence priorities; difficulty to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; involves conflict-resolution or similar interactions involving emotion issues or stress on a regular basis
* Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands
* Ability to work weekends and long hours

**Disclaimer**

Discrimination based on race, color, ethnicity, sex (including pregnancy and gender identity), religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran and or any other status protected by state or federal law is prohibited in all employment decisions.

**To apply:**
Candidates should submit their resume/CV and a sample of professional or academic writing to Delaney Foster (dfoster@adi.msstate.edu).