

## College of Forest Resources Graduate Service Assistantship

**Name of Assistantship:** Graduate Service Assistant (GSA)

**Employing Department:** College of Forest Resources (CFR)

**Primary Contact Information:** Individuals should email a PDF of their cover letter, resume, and names of three references to Lanna Miller, [lcm1@msstate.edu](mailto:lcm1@msstate.edu).

**Work Description:** As a Graduate Service Assistant for the College of Forest Resources, you will assist the Student Services Coordinator and the CFR Dean's Office with various tasks and responsibilities related to academic affairs, student success, and scheduling. This position requires a high degree of professionalism. Applicant must exhibit 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. This is a 12-month appointment.

### Requirements:

Must be available to work summers (including all Orientation dates). Students who will start a graduate program in the fall, can be paid wages for Summer 2024.

Strong work ethic and ability to work with limited supervision.

Processing and publishing skills; able to produce and/or update student handbook, advisor manual, and other documents

Possess a valid driver's license and eligible to drive MSU vehicles

Acceptance into a Mississippi State University graduate program for the 2024-2025 academic year.

### Preferences:

Enrolled in graduate program related to the work of the assistantship

Graduate of Mississippi State University

### Responsibilities include but are not limited to:

- Assist the Student Services Coordinator in all aspects of CFR activities – including, but not limited to, recruitment, scholarships, confidential record maintenance (paper and electronic form), communication, and academic support.
- Serve as a resource to students and faculty regarding institutional policies, procedures, resources, and programs. Some administrative duties requiring judgement and discretion.
- Assist the Student Services Coordinator in preparing and presenting materials for Undergraduate Student Orientation including student schedules, curriculum guides, and informational handouts.
- Plan and provide oversight for activities related to the CFR Living Learning Community – includes assisting with class, events, and meetings.
- Assist during registration and orientation periods and guide students through the process of selecting and enrolling in classes each semester.
- Design and develop announcements and flyers.
- Run errands on campus and in Starkville as needed.
- Complete office tasks- filing, shredding, ordering supplies, converting student files to electronic versions, and manage classroom and events calendar for Office of Student Services.
- Coordinate yearly updates of the CFR Undergraduate Student Handbook.

- Assist as requested with CFR functions and events – including, but not limited to, Welcome Back BBQ, Homecoming, Academic Insight, Awards Banquet, Graduation Reception, Super Bulldog Weekend, and alumni events.
- Perform related duties as assigned.