



MISSISSIPPI STATE UNIVERSITY™

COLLEGE OF VETERINARY MEDICINE

Mississippi State University – College of Veterinary Medicine Office of Admissions & Student Affairs Digital Engagement Graduate Assistant

Academic Year (July 1 – June 30)

CVM – Wise Center

Overview

The Office of Admissions and Student Affairs houses all aspects of the admissions process for the Doctor of Veterinary Medicine program and the Early Entry Program – reaching prospective undergraduate students and prospective high school students. The Digital Engagement Graduate Assistant will specifically serve in the area of conceptualizing and implementing efforts to reach prospective students through virtual or digital platforms.

Qualifications

- Current or Entering, Full-Time Graduate Student at MSU
- Knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Knowledge of Social Media Channels and Blogs
- Strong Writing & Proofing
- Excellent Communication Skills
- Organized and Detail-Oriented
- Photography & Video Experience Preferred

Responsibilities

- Help Conceptualize and Develop Print and Digital Outreach Efforts
- Copy Writing/Editing for Print & Digital
- Support Development and Implementation of Social Media Content & Digital Engagement Efforts
- Communicate with Various Offices and Outside Contacts on Material Needs
- Support Office of Admissions & Student Affairs Events, such as Interviews
- Other Duties as Assigned

How to Apply

Applicants should email cover letter, resume, and examples of their work (portfolio) to Robin Graves at r.graves@msstate.edu. Applicants should also complete and submit the Graduate Assistantship application form found on <https://www.grad.msstate.edu/students/forms>. The deadline to apply is August 15, 2020.

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Additional Information

Student will be expected to work 20 hours per week and should not hold other campus jobs or assistantships. Graduate Assistant will receive a partial tuition exemption of the assessed in-state tuition. (A Graduate Assistant who is not a Mississippi resident will also receive 100% exemption of non-resident tuition.) Student will also receive a \$400 stipend twice a month.

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.

For More Information, contact Robin Graves at r.graves@msstate.edu.