**CFR Graduate Service Assistant**

The College of Forest Resources is seeking a graduate assistant to support the Office of Student Services and Admissions.

Duties include:

1. Assist the Student Services Coordinator and Senior Admissions Coordinator in CFR activities including, but not limited to recruitment, awarding scholarships, confidential record maintenance (paper and electronic form), student communications, and academic support.
2. Serve as a resource to students and faculty regarding institutional policies, procedures, resources, and programs. Some administrative duties will involve handling of confidential information and will require judgement and discretion.
3. Assist with recruitment events and communication plan.
4. Plan and implement programs for recruiting and retaining minority and underrepresented students.
5. Plan and implement programs that enhance student success of at-risk students in the CFR.
6. Manage prospective student database.
7. Run errands on campus and in town as needed.
8. Complete office tasks (e.g., filing, shredding, ordering supplies, and taking messages.)
9. Convert student files to electronic versions.
10. Communicate with the CFR Ambassadors and CFR Dean’s Student Council and assist with group activities.
11. Assist with the review and processing of CFR scholarships.
12. Coordinate yearly updates of the CFR Undergraduate Student Handbook.
13. Assist during registration and orientation periods.
14. Manage classroom and events calendar for Office of Student Services
15. Assist as requested with CFR functions and events – including, but not limited to, Welcome Back BBQ, Homecoming, Awards Banquet, Graduation Reception, Super Bulldog Weekend, and alumni events.
16. Perform related duties as assigned.

Requirements:

* Undergraduate degree in Natural Resources or related field.
* Is expected to enroll in a MSU graduate degree program, preferably within the College of Forest Resources
* Must be available to work summer orientation.
* 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.

To apply:

* Please send application materials including cover letter, resume, and transcripts to Lanna Miller, lcm1@msstate.edu.
* Screening of candidates will begin ##/##/####