Graduate Service Assistant

Minimum Requirements:

- Manage multiple projects and timelines.
- Work effectively independently and within teams.
- Have strong knowledge of Microsoft Office software, especially Word and Excel.
- Knowledge of performing internet research and general communication technology (email, phone, fax, etc.)
- Have strong receptionist skills.

Submit your Resume/CV by January 1, 2021 and Graduate Assistantship Application to Sara Thomas, at sthomas@grad.msstate.edu or Shlynn Morris, at smorris@grad.msstate.edu. The Graduate Assistantship Application can be found on our website here!

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