



MISSISSIPPI STATE UNIVERSITY™

DIVISION OF ACCESS, OPPORTUNITY AND SUCCESS

Graduate Assistant for Business Planning & Operations Division of Access, Opportunity and Success

Academic Year (August 16, 2024 – June 30, 2025) Main Campus: Colvard Student Union 220

Department Overview

The Mississippi State University Division of Access, Opportunity and Success (AOS) is composed of the Office of Inclusive Excellence, the Holmes Cultural Diversity Center, and the Office of Access and Success. The division serves as the institutional leadership on matters of access, diversity, and inclusion as they relate to the community and experiences of students, faculty, and staff at Mississippi State University.

Duties and Responsibilities:

1. Assist the Vice President's Office with budgetary processes for fiscal year planning.
2. May assist Director for Budget Planning & Analysis with written processes and procedures for the division.
3. Conduct annual reviews of budgetary processes across the division to ensure compliance with MSU's Audit Division.
4. Complete journal vouchers and budget transfers paperwork as needed.
5. Prepare documents for semi-annual procard audit with the Vice President's Office.
6. Input financial data/purchases into excel spreadsheets.
7. Collect research on financial data as needed.
8. Scan confidential and financial data into electronic J drive folders for divisional filing records.
9. Perform monthly reconciliations on ledger reports.
10. Other duties as assigned.

Qualifications:

1. Full-time Graduate Student at Mississippi State University
2. Ability to prioritize assigned duties
3. Demonstrate great organizational skills
4. Excellence verbal and written communication skills
5. Ability to work collaboratively within a team
6. Proficiency in Microsoft Suite

How to Apply:

Applications should email cover letter and resume to chassidy@aos.msstate.edu

Additional Information:

Must work a minimum of 20 hours per week. Student should not hold other jobs or assistantships. As compensation, students will receive a stipend paid twice a month, professional development funds when available and a tuition exemption of approximately 100% of the assessed in-state tuition and required fees. Minimal University fees may still apply.

Graduate Assistants in their first year may be offered an additional year of assistantship, if agreed upon by both parties

Disclaimer:

Mississippi State University is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, ethnicity, sex (including pregnancy and gender identity), national origin, disability status, age, sexual orientation, genetic information, protected veteran status, or any other characteristic protected by law. We always welcome nominations and applications from women, members of any minority group, and others who share our passion for building a diverse community that reflects the diversity in our student population.