



MISSISSIPPI STATE UNIVERSITY™

STUDENT AFFAIRS

Mississippi State University – Division of Student Affairs Marketing/Communications Graduate Assistant

Academic Year (12 Months)

Main Campus – YMCA Building

Department Overview

The Student Affairs Marketing & Communication Office strives to offer departments quality services and marketing tactics while maintaining university brand standards. Our department creates content for social media, completes design requests, and produces video projects for all areas.

Qualifications

- Full-time graduate student at MSU
- Knowledge of Adobe Creative Suite (Specifically InDesign, Illustrator, Photoshop)
- Knowledge of social media channels
 - Experience in video for social media
- Photography experience
- Strong writing & proofing skills
- Excellent communication skills
- Organized and detail-oriented
- Knowledge of Microsoft Office 365 (specifically Teams)

Responsibilities

- Conceptualizing and developing social media calendar and content
- Helping to maintain the division-wide marketing project management system
- Organizing information for the Student Affairs website
- Assisting with campus digital signage
- Utilizing campus photo library for marketing needs
- Copywriting for print and digital
- Proofing and editing material
- Communicating with various offices on material needed
- Assisting in supervising student team
- Other duties as assigned

How to Apply

Applicants should send their resume and work examples (portfolio) to brock.turnipseed@msstate.edu.

Additional Information

Student will work 20 hours per week. Student should not hold other graduate assistantships. As compensation student will receive 100% tuition waiver, stipend paid twice a month, and professional development funds when available. Marketing and Communications graduate assistants are expected to work according to the staff university calendar.

MSU 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.

For more information, contact Brock Turnipseed at brock.turnipseed@msstate.edu.