THE UNIVERSITY OF
SOUTHERN MISS

DIVISION OF STUDENT AFFAIRS

GRADUATE AND INSTRUCTIONAL ASSISTANT LISTING
Department: Center for Community Engagement

Title: Graduate Assistant for CCE Programming

Summary: The Center for Community Engagement (CCE) promotes civic engagement and service-learning opportunities for the entire Southern Miss community. Through partnerships with faculty, staff, students and over 100 community agencies, CCE facilitates activities that integrate learning, service, and leadership to empower student to become global leaders.

The position is 20 hours a week with a flexible schedule. Tuition exemption will be awarded.

Duties:

- Interacts with students on a daily basis to connect students to opportunities with CCE
- Manages the REACH program, in which undergraduate students eligible for federal financial aid are placed at community sites and schools as part of their “on-campus” job Secures REACH community placements, interviews, submits HR paperwork, supervises, and conducts one-on-one meetings with REACH employees. Meets regularly with community partner sites to ensure positive performance reviews for employees and site supervisors
- Collects documents from members and maintains member files (records that range from bi-weekly timesheets, contact logs, policy forms) for the Campus Link AmeriCorps program.
- Identifies and shares opportunities for CCE student employees to reflect on civic engagement activities and leadership development
- Performs other related duties and specific assignments when called upon by the Director for CCE and adheres to University and department policies, procedures, and regulations.

Skills/Qualifications:

- Must have Bachelor’s Degree and be accepted into a Graduate School program. (Students with Federal Work Study are especially encouraged to apply.)
- Ideal candidate will have a professional interest in Communication, Psychology, Criminal Justice, Political Science, Human Capital Development, Counseling, Education, Business, Higher Education, or Social Work and have experience with non-profit organizations or civic engagement programs
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:

Name: Christy Arrazattee  
Title: Director  
Phone: (601) 266-6467  
Email: Christy.Arrazattee@usm.edu

Name: Nneka Ayozie  
Title: Program Manager  
Phone: (601) 266-5725  
Email: Nneka.Ayozie@usm.edu

Position Available for 2019-2020? Yes
**Department: Center for Community Engagement**

**Title: Graduate Assistant for Public Relations**

Summary: The Center for Community Engagement (CCE) promotes civic engagement and service-learning opportunities for the entire Southern Miss community. Through partnerships with faculty, staff, and students and over 100 community agencies, CCE facilitates activities that integrate learning, service, and leadership to empower student to become global leaders.

The position is 20 hours a week with a flexible schedule. Tuition exemption will be awarded.

**Duties:**

- Interacts with students on a daily basis to connect students to opportunities with CCE
- Attends and assists with planning for CCE sponsored events (i.e. Volunteer Fair, Homecoming Service Activity, Alternative Service Break, The Big Event, CCE Banquet)
- Designs promotional materials (e.g. graphics for social media, website, videos, push cards, brochures) and regularly updates to reflect current information and generate interest.
- Ensures that all events, programs, and service opportunities are well-publicized
- Promotes CCE through social media presence
- Develops creative outreach ideas and implements them
- Facilitates student recruitment and orientation efforts (participate in exhibits, speak at events)
- Advises and attends events with Volunteer USM, a student organization affiliated with CCE
- Performs other related duties and specific assignments when called upon by the Director for CCE.
- Adheres to University and department policies, procedures, and regulations.

**Skills/Qualifications:**

- Must have Bachelor’s Degree and be accepted into a Graduate School program. (Students with Federal Work Study are especially encouraged to apply.)
- Ideal candidate will have a professional interest in Mass Communications, Public Relations, Marketing, Graphic Design, or Student Affairs and have experience with non-profit organizations or civic engagement programs
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

**Reports to:**

Name: Christy Arrazattee  
Title: Director  
Phone: (601) 266-6467  
Email: Christy.Arrazattee@usm.edu

Name: Nneka Ayozie  
Title: Program Manager  
Phone: (601) 266-5725  
Email: Nneka.Ayozie@usm.edu

**Position Available for 2019-2020? Yes**
Department: Office of Leadership and Student Involvement

Title: Leadership and Student Involvement Graduate Assistant

Summary: Act as the main liaison between The Office of Leadership and Student Involvement and student staff personnel such as desk assistants, student coordinators, and ambassadors while promoting campus involvement through different avenues at Southern Miss.

The position is 20 hours a week with a set weekly schedule. Tuition exemption will be awarded.

Duties:

- Oversee student staff employees including hiring, training, scheduling, payroll, and development.
- Works the front desk when desk assistants are not present/scheduled.
- Manage and meet with student staff/desk assistants for training and development. Creates student employee handbook/training materials and executes evaluations and assessment twice a semester for student staff.
- Manage Leadership Library check-in and out procedures and maintains inventory on materials.
- Assist with office outreach workshops and other special projects such as, but not limited to, Move in Day, Involvement fairs, Leadership Development Series, Student Leadership Summit, SOAR Awards, Student Recruitment Events (weekend and night events), and other office projects when necessary.
- Serves on the New Student Organizations committee and assist the Manager with all organization chartering processes for the office.
- Serves as the liaison between the Advisor and the Involvement Ambassadors and is responsible for helping with class curriculum, event planning, and attending the class.
- Assists in overall promotion and marketing of office- including tabling, visiting student organization meetings, and any other print or online communication pieces as directed.
- Responsible for creating and distributing the weekly LSI Newsletter.
- Provides further assistance for office Manager on student organizations such as creating roster spreadsheets, creating forms, and attending Student Organization Orientations (SOOs).
- Performs other related duties and specific assignments when called upon by the Director for CCE.
- Adheres to University and department policies, procedures, and regulations.

Skills/Qualifications:

- Must have Bachelor's Degree and be accepted into a Graduate School program.
- Ideal candidate will have a professional interest in higher education, student affairs, or similar related field and relevant undergraduate experience.
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:

Name: Emily Holmes
Title: Director
Phone: (601) 266-4403
Email: Emily.Holmes@usm.edu

Name: Christy Bowman
Title: Manager
Phone: (601) 266-4403
Email: christen.bowman@usm.edu

Position Available for 2019-2020? YES
Department: Office of Leadership and Student Involvement

Title: Southern Miss Activities Council Graduate Assistant

Summary: Primarily works with the Southern Miss Activities Council (SMAC) members in the production of high-quality campus programming for USM students. Also, assists the Office of Leadership and Student Involvement (LSI) in its mission to promote involvement and leadership development.

The position is 20 hours a week with a set weekly schedule. Tuition exemption will be awarded.

Duties:

- Assist with the advisement of SMAC and keep informed of all SMAC activities and information relevant to these activities including some aspects of the Joe Paul Student Theater when needed.
- Attend weekly SMAC Executive Board meetings, biweekly SMAC Member meetings, and other meetings related to SMAC or LSI as needed.
- Meet with the SMAC advisor once a week.
- Meet with Executive Officers at least 3 times each semester to track and maintain Cultivations and Assessment data on their progress.
- Return all phone calls and email messages from all SMAC affiliated persons, USM professional staff, and outside sponsors and vendors within 24 hours.
- Take primary responsibility for all SMAC event attendance tracking, event satisfaction assessment, and SMAC member assessment.
- Design and implement membership development programs for SMAC members and work to promote retention of members.
- Assist the Advisor with the processing of vendor contracts, payments, and purchasing of event supplies.
- Assist with the coordination, preparation, supervision, and cleanup for SMAC Signature events.
- Have a clear understanding of the Leadership and Student Involvement offerings, programs, and website and serve as a resource for all students and visitors in the office.
- Assist the Office of Leadership and Student Involvement on special projects such as, but not limited to, Move in Day, leadership workshops, SOAR Awards, Student Leadership Summit, etc. This also includes serving as a representative of the LSI at events including Black and Gold Day, Transfer Day, and New Student Orientations.
- Adheres to University and department policies, procedures, and regulations.

Skills/Qualifications:

- Must have Bachelor's Degree and be accepted into a Graduate School program.
- Ideal candidate will have a professional interest in higher education, student affairs, or similar related field and relevant undergraduate experience.
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:
Name: April Broome
Title: Assistant Director
Phone: (601) 266-4403
Email: April.Broome@usm.edu

Position Available for 2019-2020? YES
Department: Office of Leadership and Student Involvement

Title: Southern Miss Activities Council (Joe Paul Student Theater)

Summary: Primarily works with the Joe Paul Student Theater movie schedule, programming, and operations. Also, assists the Office of Leadership and Student Involvement (LSI) in its mission to promote involvement and leadership development.

The position is 20 hours a week with a set weekly schedule. Tuition exemption will be awarded.

Duties:

- Manages, under the supervision of advisor, programming operation of the Joe Paul Student Theater to include ticket sales, concessions sales, and film rights contracting, nightly clean up, safety, and all other areas that affect the nightly operations of the Theater.
- Point of contact staff working all movie events for SMAC/LSI (i.e. physically present to open and close) and oversee scheduling of student staff and clean-up efforts as well.
- Assume general working knowledge of point of sale systems for concessions and ticket sales, train, and supervise students on machines for movies.
- Manage and train students on the ticket sales operation for each movie.
- Manage and train students on the petty cash handling policies for theater operation for each movie showing.
- Manage concession orders, inventory, cash drawer and sales for theater operation for each movie showing.
- Prepares deposits from ticket sales and concessions on a regular basis with advisor approval.
- Prepare and manage the pre-movie content slides to be shown before each movie.
- Obtain an understanding of the Cinelink media player and other technological aspects of showing a movie.
- Keep an updated track of inventory for each movie.
- Assist with the advisement of SMAC Films committee in deciding the film schedule for the theater.
- Attend weekly theater operations meetings, biweekly SMAC Member meetings, and other meetings related to SMAC, Theater, or LSI as needed.
- Solicit campus departments and external customers for pre-film advertisements as a way to generate revenue and campus partnerships. Manages and tracks ad sales. Creates semester marketing plan in collaboration with SMAC advisor.
- Take primary responsibility for all theater related attendance tracking, satisfaction assessment, film committee member assessment, and student employee assessments, including the semester movie polls.
- Have a clear understanding of the Leadership and Student Involvement offerings, programs, and website and serve as a resource for all students and visitors in the office.
- Adheres to University and department policies, procedures, and regulations.

Skills/Qualifications:

- Must have Bachelor’s Degree and be accepted into a Graduate School program.
- Ideal candidate will have a professional interest in business related background- marketing, finance, accountant, etc.
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:
Name: April Broome
Title: Assistant Director
Phone: (601) 266- 4403
Email: April.Broome@usm.edu

Position Available for 2019-2020? **YES**
Department: Office of Multicultural Programs & Services

Title: Graduate Assistant

Summary: The Office of Multicultural Programs and Services (MPS) strives to enhance the collegiate experience of multicultural and underrepresented students through programs and services that promote academic success, enhance leadership skills and foster personal and professional development.

The position is 20 hours a week with a flexible schedule. Tuition exemption will be awarded.

Duties:

- Support the Coordinator with the advisement of student organizations by providing guidance on event management, University policies and procedures, and leadership development to student leaders.
- Assist with office programming, which may include conducting research and maintaining contact with other colleges and universities to keep the office abreast of current trends within multicultural affairs in higher education.
- Participate in MPS, Dean of Students Office and Student Affairs committees, trainings, retreats and general campus activities that are supportive of the office and Student Affairs as needed.
- Promotes MPS activities through writing press releases/news articles and social media sites
- Design promotional materials (e.g. fliers, brochures, items)
- Develops creative outreach ideas and implements them
- Facilitates student recruitment and orientation efforts (participate in orientation sessions, speaking engagements, etc)
- Attends and assists with planning for MPS and student organization sponsored events (i.e. ALLIES training, Black History Month events, student leader retreat, student organization meetings, etc)
- Performs other related duties and specific assignments when called upon by the Coordinator for MPS.
- The GA must be available for frequent evening and weekend programs and meetings.
- Adheres to University and department policies, procedures, and regulations.

Skills/Qualifications:

- Must have Bachelor’s Degree and be accepted into a Graduate School program. (Students with Federal Work Study are especially encouraged to apply.)
- Ideal candidate will have a professional interest in Social Justice or Student Affairs and have experience with programming and student organizations
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:

Name: Valencia Walls
Title: Coordinator
Phone: (601) 266-5057
Email: Valencia.walls@usm.edu

Position Available for 2019-2020? Yes
Department: Office of Multicultural Programs & Services

Title: Graduate Assistant

Summary: The Office of Multicultural Programs and Services (MPS) strives to enhance the collegiate experience of multicultural and underrepresented students through programs and services that promote academic success, enhance leadership skills and foster personal and professional development.

The position is 20 hours a week with a flexible schedule. Tuition exemption will be awarded.

Duties:

- Oversee office operations of the PRISM LGBTQ+ Resource Office (i.e. student workers, updating resources, create a welcoming environment, activities)
- Develop and implement programs that address the particular needs of LGBTQ+ students.
- Provide outreach to LGBTQ+ students at all University campuses and teaching sites as viable
- Coordinate and assist with ALLIES training and support
- Provide support for related student organizations as needed.
- Assist with office programming, which may include conducting research and maintaining contact with other colleges and universities to keep the office abreast of current trends within the LGBTQ+ community in higher education.
- Participate in MPS, Dean of Students Office and Student Affairs committees, trainings, retreats and general campus activities that are supportive of the office and Student Affairs as needed.
- Promotes MPS and PRISM Office activities through writing press releases/news articles and social media sites
- Design promotional materials (e.g. fliers, brochures, items)
- Develops creative outreach ideas and implements them
- Facilitates student recruitment and orientation efforts (participate in orientation sessions, speaking engagements, etc)
- Attends and assists with planning for MPS and PRISM sponsored events (i.e. ALLIES training, Pride celebration, Lavender Graduation, etc)
- Performs other related duties and specific assignments when called upon by the Coordinator for MPS.
- The GA must be available for frequent evening and weekend programs and meetings.
- Adheres to University and department policies, procedures, and regulations.

Skills/Qualifications:

- Must have Bachelor’s Degree and be accepted into a Graduate School program. (Students with Federal Work Study are especially encouraged to apply.)
- Ideal candidate will have a professional interest in Social Justice or Student Affairs and have experience with programming and student organizations
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:

Name: Valencia Walls
Title: Coordinator
Phone: (601) 266-5057
Email: Valencia.walls@usm.edu

Position Available for 2019-2020? Yes
Department: Orientation & Transition Programs

Title: Graduate Assistant

Summary: The Office of Orientation and Transition Programs is home to the three-part orientation process here to help students transition to life at Southern Miss. Our mission is to welcome new students and their families and to connect them to the people, offices and resources that will make them successful at Southern Miss and beyond.

The position is 20 hours a week with a set weekly schedule. Tuition exemption will be awarded.

Duties:

• Assist with preparation and execution of Spring, Scholarship, Summer and Fall Orientation for incoming freshmen and transfer students and their families.
• Assist with facilitation of UNV 325, a course designed to develop and train Southern Style orientation leaders and university ambassadors.
• Aid in the training of the Golden Eagle Welcome Week Exec Team and facilitate course content for UNV 312, a course developed to train GEWW Crew leaders.
• Assist with the management of UNV 100, the required online orientation program for new students.
• Design and manage social media posts on multiple platforms including Instagram, Twitter, and Facebook.
• Assist the front desk with tasks including answering phone calls, checking voicemails, etc.
• Attend and apply to present at the National Orientation Directors Association Regional Conference Southern Regional Orientation Workshop.

Skills/Qualifications:

• Must have Bachelor’s Degree and be accepted into a Graduate School program. (Students with Federal Work Study are especially encouraged to apply.)
• Ideal candidate will have an interest in Higher Education and mentoring students.
• Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.
• Strong communication, organizational and event planning skills preferred.

Reports to:
Name: Kayla Mitchell
Title: Assistant Director
Phone: (601)266-6749
Email: kayla.mitchell@usm.edu

Position Available for 2019-2020? YES
Department: New Student and Retention Programs

Title: Graduate Assistant for Transfer and Family Programs

The mission of the Office of New Student and Retention Programs (NSRP) is to facilitate a seamless transition to the academic community, foster student success through high-impact practices and provide intentional programs and services to a diverse population of students and families. NSRP is dedicated to facilitating students’ holistic development through academic support, illuminating strengths and building community. The office aims to provide a suite of comprehensive initiatives that enable students to connect, persist and succeed at the University of Southern Mississippi and beyond.

The position is 20 hours a week with a flexible schedule. Tuition exemption will be awarded.

Duties:

- Designs and executes weekly social media posts on multiple platforms including Facebook, Instagram, Twitter, Snapchat
- Helps plan, coordinate, and execute multiple student success oriented seminars and events for transfer students
- Serves as a graduate advisor for the Transfer Student Association and attend all officer meetings
- Collect information and assist with creation of monthly Parent and Family newsletter and additional needs of the Parent and Family Association
- Serves as an academic coach and works one-on-one with assigned academic coaching mentees to identify and develop areas for growth and success in academic and personal settings
- Staffs the front desk and supervises student workers in their daily tasks at the front of the office
- Performs other related duties and specific assignments when called upon by the staff of NSRP
- Adheres to University and department policies, procedures, and regulations.

Skills/Qualifications:

- Must have Bachelor’s Degree and be accepted into a Graduate School program. Student must also be work-study eligible.
- Ideal candidate will have a professional interest in Higher Education, Mass Communications, Public Relations, or Graphic Design.
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:

Name: Lauren Bridges  
Title: Assistant Director  
Phone: (601) 266-6402  
Email: L.Bridges@usm.edu

Name: Katie McBride  
Title: Director  
Phone: (601) 266-6405  
Email: Kathleen.McBride@usm.edu

Position Available for 2019-2020? Yes
Department: Union

Title: Graduate Assistant for Operations

Summary: Our department’s mantra calls for Union Complex staff to “think intentionally, work collaboratively, recognize opportunities, and develop innovative solutions.” Through this perspective our department works to clear and create pathways for students’ success and, ultimately, graduation by providing student engagement opportunities in a facility with excellent customer service for our student body, faculty and staff, and our community patrons. The Union and Programs accomplishes our objectives through the office of Event and Conference Services and Union Operations.

The position is 20 hours a week with a schedule dependent upon class schedule and events calendar. Tuition exemption will be awarded.

Duties:

- Conduct research regarding best practices of college union operations around the country regarding facility operations, game room operations, staffing, teaching, training, and more. GA will use this research as well as surveys, focus groups, and other tools to conduct assessment of Union Complex operations and services and to benchmark our offerings, develop action plans, implement changes, and track progress in order to improve and advance our operations.
- Participate in other departmental and divisional research and assessment projects as required and assist in implementation of any resulting action plans. GA will read publications, like The Bulletin, from the Association of College Unions International (ACUI) and become an active ACUI member.
- Attend regional and national ACUI conferences and present their research when possible.
- Provide ongoing training on operations for student staff, to include management of online training documents and assessment of training needs and training effectiveness. GA will teach student staff on specific topics relevant to their role in the Union Complex, such as customer service, leadership, problem solving, critical thinking, operations, and more.