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: Event and Conference Services

Title: Graduate Assistant for Sales and Marketing

Summary: The Graduate Assistant for Sales and Marketing will provide research, teaching and administrative support to the Sales and Marketing Manager for Event and Conference Services as well as other staff in the Union Complex. Most of their time will be spent on research (35%) and administrative (30%) tasks that are essential to keep the Sales and Marketing department and the Union Complex functional for students, staff, and the community. The other portion of their time will be spent teaching and training our student staff (25%). The remainder of their time will be spent marketing special projects and completing other duties, as assigned (10%).

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

Duties:

• Conduct research of the overarching marketing plan for the department using market research and processing data to adjust to market trends and findings. GA will also research sales strategies, marketing analytics, search engine optimization and social media trends to develop action plans to increase patronage for the Union Complex.

• Provide ongoing training on sales and marketing for student staff, to include social media etiquette, personal branding and customer service. GA will teach student staff on specific topics relevant to their role in the Union Complex. GA will supervise approximately three student employees within a learning-centered employment environment, to include training, scheduling, discipline, evaluation, and assessment of staff.

• Oversee the daily implementation of creative direction given by the Sales and Marketing Manager for the Union Complex. GA will assist with analytical research, graphic design, website maintenance, monitoring social media accounts and collecting stock photos, videos and other content for social and digital media usage by interacting with the campus community: students, faculty, staff and alumni. GA will also create, plan, implement the social media calendar and edit the social media guide as needed.

• Responsible for coordinating marketing materials with Sales and Marketing Manager and University Communications, assisting with facility promotions and managing the Union Complex.

Skills/Qualifications:

• Must have Bachelor’s Degree and be accepted into a Graduate School program.

• Ideal candidate will have a professional interest in Communication, Marketing, Sales, Advertising, Social and Digital Media, Photography, Higher Education and have experience with Adobe Creative Cloud.

• Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:

Name: Tiffany Hammond  Name: Amber Sumrall
Title: Assistant Director  Title: Sales and Marketing Manager
Phone: (601) 266-4791  Phone: (601) 266-5486
Email: tiffany.hammond@usm.edu  Email: amber.d.sumrall@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: Title IX Office

Title: Title IX Graduate Assistant

Summary: The University of Southern Mississippi’s Title IX Office is seeking a self-motivated and creative individual to help develop, coordinate, implement, and evaluate Title IX programming events that address education and prevention of sex and gender-based discrimination, sexual harassment, intimate partner violence, stalking, and sexual assault. Position requires an individual with strong communication and computer skills. This position also requires an individual who can manage time effectively, work well independently and within a group. The Graduate Assistant will report to the Title IX Coordinator/Deputy Coordinator.

The position is 20 hours a week with a flexible schedule. Typical work hours are between 8:00 am and 5:00 pm Monday through Friday, although occasional evening hours may be expected. Tuition waiver and monthly stipend will be awarded.

Duties:

- Assist with the creation and delivery of Title IX trainings and related issues for the campus community.
- Create publicity materials for various trainings and office initiatives.
- Work professionally and effectively with people of various ages, cultures, and backgrounds.
- Maintain confidentiality surrounding Title IX cases, consultations etc.
- Assume other administrative duties as needed.

Skills/Qualifications:

- A Bachelor's degree from a nationally accredited institution with an advanced degree in progress.
- Strong skills in communication, facilitating conversations, presenting information in various formats.
- Ability to take initiative on projects.
- Working knowledge of Title IX, VAWA, and related legislation.

Reports to:

Name: Rebecca Malley
Title: Title IX Coordinator
Phone: (601) 266-6805
Email: Rebecca.malley@usm.edu

Name: [Deputy Title IX Coordinator]
Title: Deputy Title IX Coordinator
Phone: (601) 266-4671

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.

• Supervise approximately 12 student employees (Crew Members) within a learning-centered employment environment, to include training, scheduling, discipline, evaluation, and assessment of staff.

• Conduct one-on-one “Cultivation” meetings with staff twice per semester to discuss integrative learning, connecting each student’s individual experiences in the classroom to the real-world experience they gain in their role in the Union Complex.

• Oversee the daily operations of the Union Complex. GA will check daily for accurate completion of facility and equipment setup taking place in the Union Complex.

• Ensure that all furniture and operations equipment is fully functional and will maintain inventory of furniture and operations items as well as keeping furniture and operations storage closets neat and orderly at all times.

• Assist in setup and troubleshooting of facility and AV equipment and ensure the overall physical appearance and upkeep of all spaces within the Union Complex. GA will report any operational issues to Assistant Director for Operations who will assist in finding a solution.

• Have a working knowledge of all Union Complex employee duties, attend all relevant student and department staff meetings, professional development seminars, and other training programs as assigned and will meet with supervisor weekly.

• Serve as Facility Manager in the Union Complex, TLNC, and Joe Paul Student Theater as required when other student staff are unavailable to do so.

• Attend and assist with special VIP functions as determined by the Department and assist other graduate assistants with their responsibilities as needed.

• Assist Union and Programs staff on special projects such as Move-In Day, Union Retreat, leadership development, and others.

• Solicit sponsorships and collect door prizes for Southern Miss Comcast Golf Classic tournament, which provides scholarships for Union Complex staff.

• Complete all additional duties and responsibilities, as assigned.

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 be pursuing a graduate degree in student affairs personnel, higher education administration, business, or related area.

• Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:

Name: Stephen McCay
Title: Assistant Director for Operations
Phone: (601) 266-4220
Email: stephen.mccay@usm.edu

Position Available for 2018-2019? Yes