Department: Asbury Hall ; 2 to 3 Positions Available

**Title: Graduate Assistant for Asbury Hall**

Summary: The Graduate Assistants for Asbury Hall provide administrative support for the School of Professional Nursing Practice, the School of Leadership and Advanced Nursing Practice, and the College of Nursing and Health Professions (CNHP) Student Services.

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

Duties:

- Interacts with students on a daily basis to connect students to the appropriate resources
- Provides administrative support (i.e. answering phones, data entry, filing, inventory, etc.)
- Schedules and proctors the Kaplan entrance exam for prospective nursing students
- Collects, distributes, and sends department mail
- Makes weekly deposits at University Business Services
- Assists with recognition, networking, and education events hosted by the programs within the college (i.e. Recognition Ceremony, CNHP Student Awards Ceremony, student recruitment)
- Maintains department transportation (i.e. golf cart)
- Performs other related duties and specific assignments when called upon by the faculty and staff of Asbury Hall
- 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 candidates will have a flexible school program that allows a consistent work schedule.
- Candidates with a personal interest in higher education, student affairs, and student advising and counseling services encouraged.
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:

Name: Terry Whittington  
Title: Assistant to the Dean, Finance and Administration  
Phone: (601) 266-6846  
Email: Terry.Whittington@usm.edu

Name: Mandy Teng-Hobbs  
Title: Administrative Specialist to the Dean & Associate Deans  
Phone: (601) 266-5245  
Email: Mandy.TengHobbs@usm.edu

Position Available for 2020-2021? **Yes**
Department: The Academic Success Center at Gulf Park (Long Beach Campus)

Title: Graduate Assistant for The ASC (2 Positions Available)

Unit Summary: The Academic Success Center helps students succeed by showing them how to improve study techniques, extend their classroom experiences, upgrade their proficiencies, and better prepare for exams. Located in the first floor of the Gulf Coast Library, the Academic Success Center offers an integrated experience that inspires and encourages students to discover, create, and collaborate. Here, peer learning consultants offer tutoring and provide resources to help with mathematics, science, writing/speaking, language arts, and other subjects. In addition, an educational workshop series is offered each semester around topics important to students, faculty, and staff.

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

Duties:
- Greeting and assisting students, faculty, staff, and other guests in the Academic Success Center;
- Opening and setting up designated spaces as needed for classes and events;
- Reserving spaces and scheduling events;
- Communicating with students, faculty, and staff both verbally and in writing regarding upcoming events;
- Coordinating online scheduling system with tutor schedules;
- Developing student surveys to gather data on various topics throughout the school year;
- Participating in all necessary orientation and training; Assisting in the preparation of grant applications;
- Assisting in the development of accreditation applications and processes;
- Helping to maintain and improve accreditation processes once in place;
- Assisting in development and implementation of employee training and various other workshops;
- Providing Academic Coaching services to students by appointment and in workshop format.
- Performing other duties 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 possess excellent customer service skills and be proficient in Microsoft Office Suite and Canva.
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:
Name: Kevin Clark Walker
Title: Director
Phone: (228) 214-3328
Email: Kevin.Walker@usm.edu

Position Available for 2019-2020? Yes

In order to be considered for a position candidate must have excellent customer service skills. Cleanliness and organization must also be priorities.
Department: Center for Community Engagement ; 1 Position Available

Title: Graduate Assistant for Activities

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.

- Interacts with students on a daily basis to connect students to opportunities with CCE
- Responsible for coordinating details of CCE events (i.e. Volunteer Fair, Homecoming Service Activity, Alternative Service Break, The Big Event, CCE Banquet)
- Oversees Eagle Service Ambassadors (ESA) to ensure they are promoting CCE and providing timely and accurate responses to visitors and inquiries to the CCE office. This responsibility also includes overseeing Service Consultations, which are meetings requested by members of the campus to learn more about service opportunities.
- Supports efforts of Volunteer USM, CCE’s affiliated student organization that plans service events for the general student body.
- Facilitates student recruitment and orientation efforts (participate in exhibits, speak at events)
- Ensures that all events, programs, and service opportunities are well-publicized
- Promotes CCE through social media presence
- Performs other related duties and specific assignments when called upon by staff.
- 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 be outgoing and have supervisory experience.
- Basic familiarity with Canva or Photoshop and regular user of social media; graphic design experience is a plus.
- Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:

Name: Christy Arrazattee  
Title: CCE Director

Name: Nneka Ayozie  
Title: CCE Assistant Director

Position Available for 2020-2021? Yes

If you are interested in this position, please send your cover letter and resume to:

Christy Arrazattee  
Director, Center for Community Engagement  
christy.arrazattee@usm.edu
Graduate Assistant for Conference & Event Services
Planning and Logistics; 2 Positions (See other GA Description)

Principle Duties & Responsibilities

35% - Research – GA will conduct research regarding best practices of Conference & Event Services offices around the country regarding event reservations, pricing, event planning, event management software, teaching, training, customer service, and more. GA will use this research as well as surveys, focus groups, and other tools to conduct assessment of the Union Complex operations and services, to benchmark our offerings, implement changes, and track progress in order to improve and advance our customer service, outreach and staff training for Conference and Event Services. GA will use this research as well as surveys and focus groups to conduct assessment of the office of Conference & Event Services and to benchmark our offerings, develop action plans, implement changes, and track progress in order to improve and advance our reservation process, customer service, staff training, and event planning. GA will research best practices in the area of Conference and Event Services including university policies for office manual in addition to student staff training and policies for the conference assistant handbook.

25% - Teaching – GA will provide ongoing training 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 one to two student employees during the academic year and an average of 35 to 45 employees in the summer within a learning-centered employment environment, to include training, scheduling, discipline, evaluation, and assessment of staff. GA will conduct one-on-one “Cultivation” meetings with summer staff each summer and office student 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 Conference and Event Services for the Union Complex.

30% - Administrative – GA will report to the Conference and Event Services Manager. GA will oversee the daily implementation of event logistics for events scheduled 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 draft weekly notice of events for key personnel regarding upcoming events in facilities. GA will attend weekly staff meetings, catering meeting, and ops meeting as time permits according to GA schedule. GA is responsible for reporting any technology issues to Technical Services Manager or available professional staff who will assist in finding a solution.

10% - Other – GA is responsible for coordinating event logistics and setup details for day of execution of large events. Logistics include but are not limited to working with client, verifying catering, follow-up throughout event, and décor. GA will work with student groups as needed for preparation of events. GA will complete all additional special projects, duties and responsibilities, as assigned.

Hours - To be determined, schedule will be based on class schedule and events calendar.

I, ________________________________, do hereby acknowledge that I have read and understand all the above duties and professional conduct policies that are required of me after having accepted this position, and I will fulfill my obligation to my position or accept the disciplinary action that I will face.
Graduate Assistant for Conference & Event Services
Reservations and Marketing; 2 Positions (See other GA Description)

Principle Duties & Responsibilities

25% - Research – 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, leading to a measurable increase in revenue. GA will 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 *ACCED-I Connect*, from the Association of Collegiate Conference and Event Directors. GA may attend regional and national conferences and present their research when possible. GA will assist with distribution and collection of customer satisfaction surveys for all events. GA will also review survey results, compile into reports a needed, and handles follow up communication as required by customer responses.

20% - Teaching – GA may provide ongoing training on Conference & Event Services (CES) duties for student staff, to include management of online training documents and assessment of training needs and training effectiveness. GA may teach student staff on specific topics relevant to their role in the Union Complex, such as customer service, leadership, problem solving, critical thinking, event planning, event management and diagraming software, and more. GA will lead the event portion of student organization orientation sessions that occur weekly and monthly each semester. GA represent CES office at weekly student manager/crew staff meetings to provide interaction with peer leaders and provide connections of communication and discussion.

45% - Administrative – GA will report to the Conference & Event Services Manager. GA will evaluate and process online reservation requests utilizing the EMS reservation software system. GA will assist with monitoring the overall physical appearance of overall event spaces in the Union Complex, Trent Lott National Center, and outdoor areas. GA will have a working knowledge of all Union Complex and CES employee duties, policies, and procedures for all facilities and areas managed by Conference & Event Services. GA will attend all relevant student and department staff meetings, professional development seminars, and other training programs as assigned and will meet with supervisor weekly. Manages student organization requests and acts as a liaison with the Office of Leadership and Student Involvement regarding student events and policies. Initiates agreements for student organization sponsored events. Assists the Office of Leadership and Student Involvement with Student Organization Orientations. GA will attend and assist with special VIP functions as determined by the Department and assist other graduate assistants with their responsibilities as needed.

10% - Other – GA will assist Conference and Event staff on special projects such as VIP conferences, Union Summit, leadership development, and others. GA will solicit sponsorships and collect door prizes for Southern Miss Comcast Golf Classic tournament, which provides scholarships for Union Complex staff. GA will complete all additional duties and responsibilities, as assigned.

Hours - To be determined, schedule will be based on class schedule and events calendar.

I, ________________________________, do hereby acknowledge that I have read and understand all the above duties and professional conduct policies that are required of me after having accepted this position, and I will fulfill my obligation to my position or accept the disciplinary action that I will face.

__________________________  ____________________
Graduate Assistant          Date

__________________________  ____________________
Supervisor                  Date
Union Complex Graduate Assistant for Esports

Principle Duties & Responsibilities

25% - Research  – GA conducts research regarding best practices of college Esports programs and game rooms around the country regarding player support, program and facility management, student supervision, programming and event planning, public relations and communications, marketing and fundraising, and more. GA uses this research as well as surveys, focus groups, or other tools to conduct assessment of Esports program and game room operations and services and to benchmark the program, develop action plans, implement changes, and track progress in order to improve and advance the Esports program and game room. GA will participate in other departmental and divisional research and assessment projects as required and assist in implementation of any resulting action plans. GA will read relevant Esports studies, articles, and publications, as well as The Bulletin from the Association of College Unions International (ACUI) and will become an active ACUI member. GA will become active with NACE, Tespa, and other Esports associations. GA may attend appropriate regional or national conferences and present their research when possible.

20% - Teaching  – GA provides ongoing training and professional development on Esports and game room for relevant student staff, coaches, captains, players, and more, to include management of online documents and assessment of training and development needs and effectiveness. GA trains individuals on specific topics relevant to their roles in the Esports program or game room such as facility management, scheduling, technology, and more. GA supervises a small staff of student employees within a learning-centered employment environment, to include training, scheduling, discipline, evaluation, and assessment of staff, ensuring a high level of customer service. GA conducts 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 Esports program and game room.

50% - Administrative  – GA will report to the Union’s Technology Services Manager and oversees daily operations of the Esports Arena, game room, and competitive sports operations. Responsible for maintenance and upkeep of the Esports Arena and game room, to include managing the usage of gaming PCs, usage of space, addressing user experience issues, managing furniture and equipment inventory, keeping arena neat and organized, and routing issues to supervisors as necessary. GA will provide player support, to include scheduling workouts, tryouts, team meetings and events, mentoring and coaching students, advising the Esports student organization, and assists with recruitment efforts to the organization and program. GA will 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. GA may 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. GA may attend and assist with special VIP functions as determined by the Department and assist other graduate assistants with their responsibilities as needed.

5% - Other  – GA will assist Union Complex staff on special projects such as retreats, leadership development, professional development, and other events. GA will manage some night and weekend programming, requiring a flexible schedule. GA will solicit sponsorships and collect door prizes for Southern Miss Comcast Golf Classic tournament, which provides scholarships for Union Complex staff. GA will complete all additional duties and responsibilities, as assigned.

Hours  – 20 hours per week is expected. Schedule will be based on class schedule and Esports program calendar.

I, ____________________________, do hereby acknowledge that I have read and understand all the above duties and professional conduct policies that are required of me after having accepted this position, and I will fulfill my obligation to my position or accept the disciplinary action that I will face.

_____________________________  ____________________
Graduate Assistant  Date

_____________________________  ____________________
Supervisor  Date
Department: Institute for Disability Studies

Title: Graduate Assistant for Early Childhood Inclusion

Breakdown by time:
Research: 30%
Teaching: 0%
Administrative: 0%
Other: 70%

Name of Project:
The Mississippi Early Childhood Inclusion Center (MECIC) graduate student supports the mission of MECIC by promoting quality early childhood inclusion in early learning centers. The graduate student provides training and technical assistance to the early learning centers in the Hattiesburg area. Further, the graduate student participates in developmental and autism specific screenings and is an active participant in the Pediatric Evaluation and Diagnostic Services team.

Brief description of project the GA assist in:
The overarching goal of Mississippi’s Early Childhood Inclusion Center (MECIC) is to meet the needs of early childhood educators, families, and young children with special needs by providing high quality early childhood inclusion. MECIC will conduct: 1) special needs credentials; 2) quality trainings; 3) technical assistance; 4) screening and diagnostic evaluations; 5) family navigation; 6) research and information dissemination.

Principle Duties & Responsibilities:

1. Provide support to early childhood teachers in inclusive classroom settings by conducting technical assistance and trainings.
2. Participate in diagnostic evaluations and locating resources for families.
3. Participate in community events providing families with community resources and information on developmental screening.
4. Conduct development and autism specific screenings.
5. Participate in on-going research efforts for MECIC.

Contribution of work:
The contribution that our graduate student provides expands the reach of the university and greatly impacts our community and state. The graduate work and experiences conducted with
MECIC contributes to the continued growth of early childhood inclusion practices in Mississippi.

**Funding Source:**

The MECIC graduate student is funded through a state contract with the Mississippi Department of Human Services.

Reports to:

Name: Dr. Alicia Westbrook  
Title: Director

Position Available for 2020-2021? **Yes**

If you are interested in this position, please send your cover letter and resume to:

Alicia Westbrook  
Director  
*Alicia.Westbrook@usm.edu*  
601-266-5163
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 2020-2021? YES
Department: New Student and Retention Programs; 1 Position

Title: Graduate Assistant for First Year Programs

New Student and Retention Programs assists students and families with their transition into the university community and supports students on their journey to graduation. Through high-impact practices and intentional programs, we facilitate the holistic development of academic and personal identity. Our office fosters purposeful engagement with students and families to ensure that students connect, persist, and succeed at Southern Miss.

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

Duties:

• Assists with the planning and execution of all first year programming efforts including, but not limited to, ACES living and learning communities, Jump Scholars program, and first generation college student programming.

• Assists with the tracking of retention and data information in regard to the programs.

• Designs and executes regular social media posts on multiple platforms including Facebook, Instagram, Twitter, Snapchat.

• Assists in the creation and advising of the EaglesF1RST student organization for first generation college students.

• 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 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: Holly Grider  
Title: Assistant Director  
Phone: (601) 266-5766  
Email: holly.grider@usm.edu

Name: Katie McBride  
Title: Director  
Phone: (601) 266-6405  
Email: Kathleen.McBride@usm.edu
Department: Title IX Office
Title: Title IX Graduate Assistants

Summary: The University of Southern Mississippi’s Title IX Office seeks two (2) self-motivated graduate students with strong time management, computer and communication skills for academic year 2020-21. These positions require individuals who work well independently and within a group. The position is 20 hours a week with a flexible schedule, to the degree possible. Typical work hours are between 8:00 a.m. and 5:00 p.m. Monday through Friday, with some night commitments during various times of the school year. Tuition waiver and monthly stipend will be awarded. The positions report to the Title IX Coordinator. Information about the Office can be found at www.usm.edu/title-ix.

Graduate Assistantship 1: Programming Assistant. This position will assist the Title IX Coordinator in developing, coordinating, and evaluating Title IX campus programming events that address education and prevention of sex and gender-based discrimination and sexual harassment. Experience in event/program planning and coordination is helpful.

Graduate Assistantship 2: Technology Assistant. This position will assist the Title IX Deputy Coordinator with website maintenance, social media presence for the Office, statistical analysis of Office data, and monitoring of current trends and issues in Title IX. Experience with website creation/maintenance, social media marketing or statistical analysis is helpful.

Skills/Qualifications required for both graduate assistantships:
• Bachelor’s degree from a nationally accredited institution with an advanced degree in progress.

Preferred Skill/Qualification:
• Working knowledge of Title IX, VAWA and related legislation.

Title IX Staff:
Name: Dr. Rebecca Malley   Name: Cristin Reynolds, M.Ed.
Title: Coordinator         Title: Deputy Coordinator
Phone: (601)266-6804        Phone: (601)266-4671
Email: rebecca.malley@usm.edu    Email: cristin.reynolds@usm.edu
Department: Gulf Park Event Services (Long Beach Campus)

Title: Graduate Assistant for Gulf Park Event Services (1 Position Available)

Unit Summary: Southern Miss Gulf Park Event Services handles requests for a variety of meeting spaces and facilities available on the Gulf Park Campus. We provide facility usage guidance and partner with experienced University departments and vendors to ensure the success of campus events and programming. Our staff specializes in providing facilities and services for on-campus events for both internal and external customers and can accommodate programs from 5 guests to 500+ guests.

Summary: The GA reports to the Event Services Manager and works directly with the Event Services Coordinator and Logistics Manager on day to day tasks. The preferred candidate will have some meeting and event planning experience. The GA is required to hold twenty office hours per week and may be required to work some nights and weekends as needed. The GA will work with Student Organizations, Departments, and External customers to assist with planning and managing their events. The GA will also collaborate with campus partners such as University Police, Physical Plant, and Parking Management to ensure event success.

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

Duties and Responsibilities:
- Input and maintain the Ad Astra event calendar
- Create and modify the weekly production sheet
- Send correspondence to customers to include, but not limited to:
  - Confirmation email
  - Parking Passes and information
  - Quotes and Invoices
  - Receipts
- Update and communicate third party AV needs to supplier.
- Serve on internal committees as the representative for Event Services
- Direct University tours for potential clients and provide information on booking event space.
- Walk event space prior to events to ensure space is set correctly.
- Assist with recurring campus events to include:
  - Jazz and Blues
  - Graduation
  - Founders’ Day
  - Awards Day
- General office duties.
- Additional duties may be assigned at any time at the discretion of the Event Services Staff.

Learning Outcomes:
Graduate Assistant will be able to:
- Implement and employ proficiency in planning, managing and assisting both small- and large-scale university events while maintaining a focus on client needs and anticipated outcomes.
- Provide clients with information concerning the rental and utilization of space, including but not limited to room costs, possible set-ups, booking procedures and building policies.

Requirements:
Applicants must be full-time degree seeking graduate students and in good academic and conduct standing.

Reports to:
Name: Colette Byrnes
Title: Event Services Manager
Phone: (228) 214-5458
Email: Colette.Byrnes@usm.edu

Position Available for 2019-2020? Yes
In order to be considered for a position candidate must have excellent customer service skills.
Department: Division of Student Affairs at Gulf Park (Long Beach Campus)

Title: Graduate Assistant for Leadership and Development (1 Position)

Brief Description of GA for Leadership and Development Position
The Graduate Assistant for Leadership and Student Involvement in the Division of Student Affairs assists with ongoing campus events (Welcome Week, Homecoming and Spirit Week, The Big Event, etc.), supports student organizations with technical and programmatic support, and assists with student employee training and coordination.

Principle Duties & Responsibilities
3 - Division of Student Affairs, Leadership and Development: Encourage and foster a culture of activity, involvement and purposeful programming on campus to enhance the students' experience on the Southern Miss Gulf Park Campus; Responsible for assisting with student employee training and student development initiatives for the Department of Student Affairs; Provide ongoing guidance to student organizations: event planning, flyers/promotion, recruitment, finances, community service, team building/leadership development; Assist with student activities and campus events; Assist with office assessment data collection, student organization database and student organization performance evaluations; Maintain inventory of student activity materials, orders, etc.; Act as liaison to the student organizations with technical support for EagleLink and hold bi-annual trainings; Promote Student Affairs across campus and actively seek out collaboration partners; Assist with front desk duties as needed; Serve on student organization committees as needed.

How will the work contribute to the educational development of the GA, the department, and the University?
Work conducted with the Division of Student Affairs contributes to the educational development of the Graduate Assistant in ways including, but not limited to: Strengthening interpersonal skills through interaction with faculty, staff, students, and other guests; Developing skills in event planning and management through the creative or program content and the execution of all facets of events and programs including coordination of vendors, internal and external partners, marketing, and measurement/reflection; Strengthening of management skills through coordination of undergraduate student employees in the Division of Student Affairs; and Expansion of knowledge base through introduction to new concepts and ideas gained through participation in on campus student life initiatives. The Graduate Assistant’s work contributes to the development of the department in ways including, but not limited to: Increased support for students and other guests visiting the Division of Student Affairs; and Increased departmental productivity. The Graduate Assistant’s work contributes to the development of the University in ways including, but not limited to: Increased productivity through support to staff allowing staff to accomplish additional duties; and Collaboration on projects impacting the University.

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

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 possess excellent customer service skills and be proficient in Microsoft Office Suite, Canva, EagleLink, etc.
• Experience working in a diverse, fast-paced environment; ability to work independently and be a self-starter.

Reports to:
Name: Jessica Langston
Title: Coordinator
Phone: (228) 214-3222
Email: Jessica.Langston@usm.edu

Position Available for 2020-2021? Yes

In order to be considered for a position candidate must have excellent customer service skills. Cleanliness and organization must also be priorities.