



Graduate Assistant for Marketing

Responsibilities

- Assist in recruiting, training, scheduling, and supervising Marketing Assistants
- Perform responsibilities associated with and assist in the management of daily tours and open houses and monthly visit events and orientations
- Perform responsibilities associated with and assist in the management of special events as needed
- Provide administrative support to the Assistant Director for Marketing
- Assist in coordination and management of campus move-in event
- Recruit move-in volunteers
- Proofread departmental communications
- Perform clerical duties and run errands on campus as needed
- Others as assigned

The GA must be admitted as a full-time student in a graduate degree program (preferably business, integrated marketing communications, or higher education) and must be available at the following times:

- Monday through Friday 11:30am to 3:30pm
- Monthly visit events
- Summer

The GA will work 20 hours/week during the fall and spring semesters.

The appointment begins July 15, 2016 and runs through May 15, 2017. Hourly employment up to 20 hours/week is available prior to the start date. The GA for Marketing must work during the summer.

Only applicants who possess a strong working knowledge of our campus will be considered.

Remuneration: Full tuition waiver for up to 18 hours per semester, 1 additional normal course fee outside of regular semester, \$1,186/month stipend from July 15th-May 15th, work space with computer, and conference and professional development opportunities. Housing is NOT provided. GAs are required to participate in a health insurance program. Premiums will be deducted from payroll and subsidized by the university. The GA may request a waiver from participation in the sponsored group plan if he or she already has a comparable plan.

For more information, please contact Jennifer McClure, Assistant Director for Marketing, at jlmcclur@olemiss.edu.