

Job Title: Center for Educational Media Graduate Assistant

Department: Center for Educational Media

Supervisor: Jenny Marsh, Manager-CEM Professional Development Center

Starting Rate of Pay: Total stipend \$9144 (\$3048 per semester, \$762 per month) plus tuition, excluding some fees for full-time students currently enrolled at MTSU

Length of Time: The academic year 2025/2026, with an opportunity to renew the contract for the following academic year. The possible start date is May 1, 2025 for applicants enrolled in summer classes.

Job Description

Support onsite, virtual, and hybrid conferences with various responsibilities not limited to: Data entry, updating dynamic forms, updating Excel/Word documents and records, running errands, organizing and maintaining electronic and physical files, various projects and miscellaneous duties as needed.

Job Location/Hours Required

LRC 101u

20 hours per week, between 8:00 am and 4:30 pm, Monday through Friday.

Required Qualifications

- Applicants are restricted to only those seeking a master-level Graduate Assistantship
- Proficient in Microsoft Office Suite/Microsoft 365
- Proficient in Adobe Acrobat
- Knowledge of Canva
- Excellent Organizational and Time Management Skills
- Ability to work independently and as part of a team.
- Quick Learner and keen attention to detail
- Strong Communication skills, both written and oral.
- Ability to follow instructions
- Be enrolled as a full-time graduate student at MTSU.
- At time of application, possess a semester and cumulative grade point average (GPA) of 3.0, maintained throughout employment.

Please submit resume and cover letter to Jenny.Marsh@mtsu.edu. Please no unscheduled office visits.

Interviews will begin late February early March for selected applicants.