

College of Graduate Studies
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Graduate Assistant Positions – Open Positions Until Filled

The College of Graduate Studies is seeking motivated and professional Graduate Assistants to join a dynamic team supporting graduate education at Middle Tennessee State University. These positions offer hands-on, high-impact experience in areas such as higher education administration, recruitment, marketing, communications, and program development, providing valuable skills that are transferable to other career paths.

Graduate Assistants receive full tuition coverage along with a monthly stipend (see current rates: <https://www.mtsu.edu/graduate/gafin/>), making this both a meaningful professional opportunity and a strong financial investment in your graduate education.

Appointments are for 12 months and may be renewed until graduation based on strong performance.

[Front Desk & Processing Graduate Assistant \(3 Positions open\)](#)

Position Overview

Serve as a primary point of contact for graduate students while supporting admissions and records processing. This role combines student interaction with administrative support.

Start semester: Summer 2026 (preferred) or Fall 2026

Work Format: In-office

Responsibilities

- Respond to student inquiries (in-person, email, phone)
- Provide accurate information and guide students to appropriate resources
- Assist with admissions processing (transcripts, document review, data entry, thesis and dissertations)
- Contribute to broader office initiatives and support additional projects as needed.

Qualifications

- Strong communication and interpersonal skills
- Detail-oriented with strong organizational abilities
- Ability to learn processes quickly
- Proactive and solution-oriented

- The position is open to all graduate students, regardless of program or degree level.

Additional Information for all GA positions:

- Must be admitted to a graduate program at Middle Tennessee State University
- Must maintain 3.0 GPA for Master's or 3.25 GPA for Doctorate while in the graduate program