

**College of Graduate Studies**  
MTSU Box 42  
Sam H. Ingram Building, First Floor  
2269 Middle Tennessee Boulevard  
Murfreesboro, TN 37132  
o: 615-898-2840



# 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.

## **[Recruitment Graduate Assistant \(1 position open\)](#)**

### **Position Overview**

Support graduate recruitment efforts through outreach, events, and engagement with prospective students.

**Work Format:** In-office

**Start semester:** Fall 2026

### **Responsibilities**

- Assist with recruitment events and outreach activities
- Support follow-up communication with prospective students
- Help track and organize recruitment data and contacts
- Assist with focus groups, note-taking, and reporting
- Assist with campus tours as needed
- Assist with industry partnerships and external engagement activities
- Contribute to the broader office initiatives and support additional projects as needed.

### **Qualifications**

- Very strong interpersonal and communication skills
- Organized and detail-oriented
- Comfortable engaging with prospective students
- Professional and reliable
- 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