



**MISSISSIPPI STATE UNIVERSITY™**  
**MERIDIAN**

***Meridian Student Recruitment***

Job Responsibilities 2016

- Serve as the host group and leadership ambassadors for campus events
  - Transfer Workshops, Welcome Back Week, other activities as planned
- Promote and assist in the planning of campus events
- Assist the Student Association with events
- Acquaint new students with MSU traditions, student services information, campus environments, activities and facilities
- Exhibit a strong general knowledge of College policies and procedures, Student Services procedures, academic information, campus activities and traditions
- Attend scheduled meetings
- Write postcards to prospective students as needed
- Assist in telephoning prospective students
- Assist/attend off-campus events (community college visits/college fairs), as needed
- Assist with campus tours at the College Park Campus and The Riley Campus
- Community events as assigned
- Other duties as assigned