

Graduate Assistantships available in School of Education & Human Services starting Fall Semester

The Canisius Graduate Education Office is looking for two (2) students interested in serving as Graduate Recruiters for the 2009- 2010 school year. In this capacity, the candidates chosen will maintain a student blog, manage the private and public social networks used to recruit new and retain current students, create a campus tour program and provide tours to prospective students, and assist the director with recruitment and retention activities.

Blogging

Maintain a semester-long blog about your experiences in one of our 16 graduate programs. Must possess a solid command of the written language (English) and be proficient in writing engaging “conversational” posts on your daily experiences as an enrolled student. While we encourage a writing style that conveys ones personality, professionalism is of utmost importance.

Posting frequency is once a week.

Familiarity with Wordpress software and previous experience with blogging is a plus, but not a requirement; training will be provided.

Social networking

Build and manage the private (Graduate School of Education and Human Services) and public social networks (Facebook, MySpace, LinkedIn, etc.) used to recruit new and retain current students. Must possess a solid command of the written language (English) and be proficient in writing accurate and informative responses to the questions posed by prospective and current students.

Respond daily to prospective and current student questions.

Familiarity with Facebook, MySpace, LinkedIn, Twitter, and Ning, etc. is a plus.

Campus Tour Program

Create a campus tour program that reveals the authentic nature of our campus and provides prospective students with the opportunity to meet with faculty and staff during their visit. In addition to creating a campus tour program, you will be responsible for providing tours to prospective students. Must possess exceptional organizational and interpersonal skills.

Lead Generation Follow-up

Follow-up by phone and email with prospective and current students in our programs. Must possess a solid command of the written and spoken language (English) and be proficient in communicating accurate and informative responses to the questions posed by prospective students.

Respond daily to inquiries generated by prospective students.

The target audience for all of the above initiatives is men and women between the ages of 22 to 40+ who are considering careers in the fields of education, counseling, college student personnel administration, health and human performance, and sport administration.

Compensation is one (1) three credit hour tuition waiver per semester for 10 hours of work per week.

If you're interested, contact me by email (george@canisius.edu) and provide me with a writing sample of a fictitious blog posting (maximum 250 words) along with a short summary of your competencies and interests. Don't forget to include your resume. If you have any questions, please feel free to email me as well. Deadline for applying is Friday, July 10, 2009.