



**Graduate Assistant
Office of Undergraduate Admissions**

Job Summary:

The Graduate Assistant position will report to a Sr. Admissions Counselor. The Graduate Assistant position supports the recruitment efforts of the admissions counseling staff, and further development of all admissions management systems

Responsibilities:

- Represent Canisius College at college fairs and recruitment programs as needed
- Assist at all major admissions events throughout the spring and fall semesters
- Ability to access virtual event platforms as needed
- Assist with the coordination and planning of admissions events
- Assist with Tour Guide program development and student interviews
- Learn and support the application review process for first-time college and transfer students
- Learning the foundations of Admissions Slate Database
- Provide general office support
- Answer questions from prospective students and families about Canisius College and the admissions process.
- Assist with driving the admissions shuttle
- Other duties as assigned

Qualifications:

Applicants should be well-organized, detail-oriented, and exhibit excellent verbal and interpersonal communication skills. Experience with customer service, social media, data entry, public speaking, and working in an office setting is preferred. The applicant should demonstrate professionalism, problem-solving, and be a self-starter. Knowledge of Banner, Slate, or other database systems is desirable, but not required.

Compensation:

The graduate student will receive a waiver for 5 graduate classes over 2 semesters (fall and spring) per year and must work 20 hours per week, including a reduced schedule during college breaks.