

HILBERTCOLLEGE

GRADUATE ASSISTANTSHIP OPPORTUNITY

2022-2023 Academic Year

JOB TITLE: Graduate Assistant – Graduate Studies

REPORTS TO: Director of Graduate Admissions and Student Services

Job Summary: The graduate assistant to the graduate department will work with the director and chair of the graduate studies on event, projects, and other tasks needed by the department.

Responsibilities:

- Plan, execute and attend all graduate events such as orientation, summer BBQ, professional development night and other social events
- Create the monthly newsletter
- File, organize and keep confidential student records
- Create letters and mailings for future and current students
- Connect with prospective students to help them enroll in the programs
- Assist with creating marketing materials and updating forms and the website
- Be a liaison between the students and administration/faculty
- Attend and represent the students in the Graduate Committee meetings
- Other duties as assigned

Requirements/Qualifications:

- Must be enrolled in a graduate program or 4+1 program in their senior year for the entirety of the term of this assistantship (Aug 1-May 31)
- Excellent Microsoft office skills
- Exceptional communication skills
- Ability to change gears and assignments with minimal notice
- Knowledge working in an office setting
- Capacity to complete mail merge documents

Compensation:

- \$6,000 annual stipend
- \$3,000 towards the cost of tuition (3 credit hours - \$1,500 per semester)
- **Term:** August 1, 2022 – May 31, 2022, 20 hours per week (Hours can be anywhere between Mon-Friday from 830-4pm)

To Apply: Please submit a cover letter and resume to Amanda Steffan at asteffan@hilbert.edu

Hilbert College is an independent institution of higher learning that embraces its Catholic Franciscan heritage and values. Students from diverse backgrounds are educated in liberal arts and professional programs to become informed citizens committed to serving and strengthening their communities.

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