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

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