Graduate Assistant
Office of Undergraduate Admissions

Job Summary:
The Graduate Assistant position will report to the Assistant Director of Admissions. The Graduate Assistant position supports the recruitment efforts of the admissions counseling staff, and support further development of all admissions management systems.

Responsibilities:
- Represent the college at college fairs and recruitment programs as needed
- Assist with the coordination for admissions events
- Assist at all major admissions events throughout spring and fall semesters
- Lean and support the application process for first time college and transfer students
- Provide general office support
- Answer questions from prospective students and families
- Assist with driving the admissions shuttle

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 work in an office setting is preferred. The applicant should demonstrate professionalism, problem solving, and be a self-starter. Knowledge of Banner 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.