Admissions Processing Graduate Assistant
Office of Undergraduate Admissions

Job Summary: The Graduate Assistant position will report to the Assistant Director of Admissions Processing. This Graduate Assistant position supports the admission processing staff by answering phones, assisting with data entry and working select recruitment events.

Responsibilities:
- Monitor the Undergraduate Admissions inbox and respond to all inquiries in a timely manner.
- Data entry of inquiry cards, applications and application materials as part of the Undergraduate Processing team.
- Answer phones and assist prospective students and parents as needed.
- Assist at Open House events in the spring and fall and at Accepted Students Day.
- Assist with data cleanup at various times of the semester.

Qualifications: Bachelor’s degree is required. Applicants should be well-organized, detail-oriented, and exhibit excellent verbal and interpersonal communication skills. Experience with customer service, data entry, public speaking, and work in an office setting is preferred.

Compensation: The graduate student will receive a waiver for 5 graduate classes over 2 semesters per year and must work 20 hours per week. Fall Semester (August 29, 2022-December 16, 2022); Spring Semester (January 17, 2023-May 12, 2023). The schedule will be worked out between the graduate student and Assistant Director of Admissions Processing.