The Office of Admissions at Hilbert College is currently seeking a Graduate Assistant to support their enrollment efforts and office operations. All interested candidates can submit the following documents to liebzeit@admissions.edu.

- Resume
- Letter of interest
- List of three references
- Academic transcripts

**JOB DESCRIPTION**

**Job Title:** Graduate Assistant  
**Reports to:** Assistant Director of Admissions  
**Department:** Office of Admissions

**Job Summary**

The Office of Admissions Graduate Assistant is a ten-month position promoting the core values of Hilbert College and is responsible for supporting and executing the undergraduate enrollment goals of the institution. The Graduate Assistant will support the Undergraduate Admissions team in recruiting and supporting office functions during the admissions cycle.

The primary tasks of this position include local recruitment travel, engaging with prospective students and families, and developing strategies to improve the transfer admissions process. Additional duties include assisting with in-office processes, data collection, presentations, and communication with prospective students via a customer relationship management (CRM) software. The incumbent will serve in a supportive role for students and families from first generation and underserved populations in pursuit of higher education.

**Job Duties and Responsibilities**

- Support the Office of Admissions with local recruitment travel
- Assist the Assistant Director of Admissions with territory management to include Buffalo Public and charter schools, recruitment, application evaluation, and programming involved with enrollment.
- Communicate with prospective and admitted students via phone, email, text and zoom, and in person.
- Assist in the coordination of and participation in on campus recruitment activities (i.e. Open Houses, Information Sessions, Virtual Fairs, etc.)
- Manage specific projects related to the promotion of the college in conjunction with the Office of Student Success and Retention
- Provide campus tours, conduct student information meetings, and arrange visit itineraries
- Perform other duties as assigned

**Job Requirements**

- Excellent communication and organizational skills, and demonstrated social media experience
- This individual should bring enthusiasm and initiative to a hardworking, collaborative team
- Familiarity with all campus services, policies and regulations
- Ability to work with others as part of a team and within a set budget
- Willingness and availability to work weekend and evening hours supervising programs
- Strong computer skills; proficiency using MS Word, MS Excel and the internet
- Attention to detail
- Ability to work with minimal supervision
Minimum Qualifications

- Valid driver’s license
- Bachelor’s Degree
- Enrolled full-time in a Graduate Program at an Accredited College or University

Preferred Qualifications

- Experience in college admissions
- Enrolled in a Graduate Program relating to one of the following areas: Higher Education Administration, Enrollment Management, Student Personnel, Counseling, Marketing, and Communications
- Experience with and strong desire to support students from first generation families and underserved populations

Compensation

- $6,000 annual stipend for 20 hours of work per week during the 10-month academic year
- $1,500 per semester towards the cost tuition reimbursement ($3,000 annual maximum)