Graduate Assistant for Recruiting & Student Services
Summer, Fall & Spring 2016 - 2017

General Description

The Graduate Assistant will serve in a support role to the Director of Admissions and will be expected to work approximately 20 hours per week. The GA will be responsible for assisting with on-going graduate student recruitment. The GA will report to the Director of Graduate Admissions but will also work with the Assistant Dean of the Graduate School on various projects. It is expected that all responsibilities will be conducted in a manner that reflects the Catholic, Jesuit mission of the University as well as the principles of student development theory. *It is preferred that the GA works during the summer terms as well, for which additional remuneration at the same stipend rate is provided.*

Specific Responsibilities

- Assist with Graduate School recruitment activities to increase the number of applications and enrollment yield
- Answer inquiries about graduate programs and provide additional resources as needed
- Coordinate and schedule all aspects of campus visits for prospective graduate students
- Deliver personalized campus tours to prospective students and groups
- Assist with the hiring, supervision and training of student workers and graduate student ambassadors
- Serve as the Program Coordinator for Dissertation Boot Camp – 3 times annually
- Partner with academic departments, the Office of Marketing & Communication and vendors to create and revise recruiting materials
- Manage the Graduate School’s social media presence
- Maintain the Ph.D. database
- Assist with Graduate School Student Orientation, Graduate School Open Houses, admissions and recruiting as needed
- Attend graduate recruitment fairs, which may involve some travel
Qualifications

- Graduate student enrolled full-time in the Student Affairs in Higher Education program, College of Education
- Commitment to values compatible with and supportive of Marquette’s mission as a culturally diverse, Catholic, Jesuit university
- High level of professionalism
- Strong written communication, public speaking and interpersonal skills
- Effective organizational skills with a commitment to detail and follow-up
- Ability to cultivate and maintain collaborative working relationships
- Proficiency in Microsoft Office Applications, Facebook, LinkedIn & Twitter
- Advanced knowledge of Microsoft Excel preferred

Remuneration
This is a 20 hours per week position. Compensation includes an 18 credit tuition scholarship and stipend of $15,650*.

*2015-2016 academic year stipend amount; this amount may increase slightly for the 2016-2017 academic year. This amount does not include the summer stipend, but a summer stipend is anticipated at the same rate. Graduate Assistantship positions and compensation are subject to change.