College of Education
Graduate Assistant for College Student Personnel Administration (STPA) Recruitment
2015-2016

**General Description**
The Graduate Assistant for College Student Personnel Administration (STPA) Recruitment serves a 10-month appointment working approximately 10 hours per week. The GA assists the STPA program chair and the Assistant Director of External Relations, Communications, and Recruitment in the coordination of recruitment efforts for the College Student Personnel Administration master’s program. The GA will be responsible for on-going graduate student recruitment, coordinating campus visits and recruitment events, communicating with STPA Alumni through by-monthly newsletters, and assisting with admissions functions to move prospective students through to matriculation.

**Specific Responsibilities**

- Work with STPA program coordinator and the assistant director of external relations, communications, and recruitment on program recruitment ideas for STPA program
- Respond to and follow up on student inquiries about STPA master’s program via phone and e-mail
- Correspond with students who inquire about STPA graduate programs through the Graduate School
- Work with the assistant director of external relations, communications, and recruitment to maintain website and recruitment database
- Assist in staffing recruitment events, including regional conference attendance
- Update STPA admissions committee about admissions status of prospective students.
- Update STPA Alumni through by-monthly newsletters
- Follow up with temporary and non-degree students to complete admission requirements for degree status
• Help coordinate orientation events for new students in STPA graduate program

• Coordinate communications and logistics for recruitment events, including annual STPA Program Preview and Interview Day in February and graduate school open houses.

• Work with faculty and Graduate School GA to set up student information visits

• Research and keep up-to-date information about student affairs conferences and online directories. Contact appropriate organizations about recruitment opportunities.

**Qualifications**

• Graduate student enrolled full-time in College Student Personnel Administration program in the College of Education

• Strong oral and written communication skills

• Knowledge of and positive representation of graduate studies in education at Marquette University

• Marketing, database, and or web design skills desired

• Availability to work occasional evenings and/or part of a weekend day for some events

**Remuneration**
Stipend amount of $6,900 and 9 credit tuition scholarship (4.5 credits per semester).

*2014-2015 academic year stipend amount; this amount is expected to increase 2-3% for the 2015-2016 academic year. Graduate Assistantship positions and compensation are subject to change.*