General Description
The Graduate Assistant will assist 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 and will be expected to work approximately 10 hours per week. The GA will be responsible for assisting with on-going graduate student recruitment from initial contact to application submission and completion and, if accepted, to matriculation and registration.

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
- Serve on the COE Recruitment Committee
- Update STPA admissions committee about admissions status of prospective students.
- 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 information/assistantship interview event 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 School 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
This is a 10 hours per week position. Compensation includes a 9 credit tuition scholarship and stipend of $6,758*.

*2012-2013 academic year stipend amount; this amount is expected to increase 2-3% for the 2013-2014 academic year. Graduate Assistantship positions and compensation are subject to change.