General Description
The Graduate Assistant will assist the EDPL Recruitment Director in the coordination of recruitment efforts for the master’s programs in the Department of Educational Policy and Leadership (college student personnel administration, public school administration, curriculum and instruction) 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 EDPL Business Manager and Graduate Recruitment Director on program recruitment ideas for all graduate programs
- Respond to and follow up on student inquiries about EDPL master’s programs via phone and e-mail
- Correspond with students who inquire about various EDPL graduate programs through the grad school
- Work with EDPL Graduate Recruitment Director to maintain website and recruitment database
- Assist in staffing recruitment events
- Serve on the COE Recruitment Committee
- Follow up with temporary and non-degree students to complete admission requirements for degree status
- Help coordinate orientation events for new students in EDPL graduate programs
- Oversee and coordinate recruitment events for prospective students, including annual STPA information/interview event in February and information sessions in schools, area colleges, and at Marquette
- Work with Graduate School Recruitment Director to set up student visits with faculty members and program students
**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 would be helpful
- Availability to work late afternoon/early evenings to contact working adults who make up most of the prospective students in EDPL
- 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 $6,600*.