



GRADUATE ASSISTANT JOB DESCRIPTION

Job Title: Graduate Assistant
Department: Graduate Admissions
Reports To: **Sarah Gombar**
Shift/Hours: 20 hours per week
Date Prepared: December 6, 2018

SUMMARY

This position supports the recruitment efforts of Graduate Admissions. This position will report to Sarah Gombar, Director of Graduate and Online Admissions. The Graduate Assistant (GA) will assist the director with recruitment activities including campus tours, follow-up with prospective students regarding missing admission requirements, enter data into the CRM system, respond to prospective student inquiries by phone, email, and text message. A schedule will be mutually arranged upon by the GA and the Supervisor to ensure the hour requirements are met; the schedule will include some evening and Saturday hours.

QUALIFICATIONS

The GA must be fully admitted to a graduate degree program at Madonna University. The GA must maintain a 3.0 (or higher) GPA each semester for which the student has been given the GA award. The GA must register for a minimum of 6 semester hours (minimum of 9 semester hours is required for international GA's) during each semester. The GA must maintain good standing academically (3.0 or higher GPA each semester) and adhere to the University Code of Conduct to maintain this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain a 3.0 (or higher) GPA each semester for which the student is given the GA award. GA must be in good academic and personal standing.
- Communicate clearly via email, telephone and in-person with prospective graduate students.
- Working knowledge of Word, Excel, and PowerPoint
- Assist with organizing and attend graduate events.
- Represent graduate programs at both on campus and off campus recruitment events to include in-person information sessions, online information sessions, open houses, essay day, and orientations.
- Enter and update prospective graduate student data in the Admissions CRM system.
- Use the Signal Vine texting platform to text with prospective graduate students within the communications plan.
- Other duties as assigned

JOB QUALIFICATIONS

- Professionalism, admirable work ethic, attention to detail and superb organizational skills.
- Excellent interpersonal, oral, and written communication skills.
- Ability to self-initiate, work both independently and collaboratively.
- Ability to prioritize multiple projects simultaneously, successfully meet deadlines and report updates on progress.
- Ability to work with diverse communities.

EDUCATION AND EXPERIENCE

Bachelor degree from a regionally accredited institution. The cumulative GPA must be 3.0 or higher on a 4.0 scale. Combination of education and practical experience related to the position is preferred.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.