



College of Education Graduate Assistant for SAHE Recruitment

General Description

The Graduate Assistant will assist the SAHE program chair in the coordination of recruitment efforts for the Student Affairs in Higher Education 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 SAHE program coordinator on program recruitment outreach for SAHE program

Plan and coordinate communications and logistics for recruitment events, including annual SAHE Program Preview and Assistantship Interview Day for prospective students

Respond to and follow up on student inquiries about SAHE via phone and e-mail

Correspond with students who inquire about the SAHE graduate program through the Graduate School

Maintain the SAHE website and recruitment database

Assist in staffing recruitment events, including regional conference attendance and Graduate School Open House.

Serve on the College of Education Recruitment Committee

Update SAHE 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 SAHE graduate program

Communicate with faculty and assigned Graduate School Admissions Representative 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 GA)zd