Undergraduate Admissions
Transfer Emphasis

Department: Transfer Admissions Office

G.A. Position: Transfer Articulation Emphasis

Supervisor: Betsy Stevens

Job Description – Present a one paragraph description of the purpose for this position.

This Graduate Assistant position supports the Transfer Admissions office, which is a part of the undergraduate admissions function of the University. This position reports to the Associate Director of Transfer Admissions for Transfer Articulation, but may also be assigned work by the Director of Transfer Admissions/Orientation.

Job Functions/Responsibilities – List the duties this graduate assistant will be expected to perform.

- Assist the support staff with mailings, Admission file “finalization”, filing and miscellaneous projects, as needed. Answer phones and staff the reception desk.
- Assist with the daily processing of Transfer applicant records and related activities.
- Assist with the maintenance of articulation materials and transfer institution course equivalency information. Research transfer course descriptions and institutions’ accreditations.
- Return/make phone calls to prospective students and applicants and respond to asktherock emails.
- May be asked to “travel” to and represent the University at community college Transfer Days or Interview Days.
- May be asked to assist 1–2 Saturday campus visit programs during the fall and/or spring semesters.
- Other duties as assigned.

Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.

- Ability to gain a general familiarity with the University and the Admissions operation, programs and systems, and to communicate this information to prospective students and other University constituents.
- Communication skills – verbal and writing, and positive interpersonal skills
- Mathematical skills
- Proficiency in using or ability to learn various computer systems/software
  - Microsoft Outlook
  - Microsoft Word
  - Microsoft PowerPoint
  - Microsoft Excel
  - The student Banner/Ellucian student information system
  - The Banner transfer articulation system
- Ability to work independently or in a team environment
- Ability to stay focused
- Ability to be flexible and possibly work under pressure
- Ability to contribute as a paraprofessional and not as a student
- Organizational skills
- Honesty

Graduate Student Outcomes – List

- Ability to multi-task
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| the skills/abilities the graduate assistant can expect to learn in this position. | – Improvement of all forms of communication skills
| | – Ability to work independently and as a team member
| | – Knowledge of a University structure
| | – Experience in working in a professional setting with numerous colleagues who have varied personalities

| Appropriate SRU Graduate Majors – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences. | – Community Counseling
| | – English Writing
| | – Health and PE
| | – History
| | – Most other majors, however cannot provide the student contact hours needed for Student Affairs

| Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule. | – Although we will establish a specific work schedule with the GA, we will attempt to be flexible when needed
| | – GA may need to exercise patience in a busy and ever–changing office – assignments may change according to daily activities.
| | – GA should conduct his/her daily demeanor as a professional and not a student.
| | – Many of the projects involved in this Assistantship may require ability to work independently with little supervision.

| Supervisor’s address: | Betsy Stevens, Associate Director of Transfer Admissions for Transfer Articulation
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| | Slippery Rock, PA 16057
| | United States

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