Programming and Services Graduate Assistant

Department: Office of Admissions  
G.A. Position: Programming & Services  
Supervisor: Mimi Campbell

Job Description

Admission’s graduate assistants provide critical support to the Office’s counselors and their work with potential students. The nature of the work focuses on providing accurate information about SRU and visiting families, performing detail work for programming activities coordinated by Admissions, analyzing/summarizing statistical information and providing follow up as necessary to prospective students.

Job Functions/Responsibilities

• Will work with prospective students and student families to discuss the college selection process in general and specific aspects of SRU in regards to particular interest to each student/family.  
• Will assist in the coordination of special programs for the Office of Admissions.  
• Will be available to assist with answering phone calls/questions about various aspects of SRU from the public.  
• Will work with professional staff members on special projects such as minority recruitment activities and campus visit programs.  
• Will represent SRU at selected college fair programs and may assist professional staff member at high school visit presentation.  
• Assist with other office duties as required.

Desired Qualifications

• Communication skills  
• Ability to work with and accept a variety of people  
• Respect and understand the population with whom we work

Graduate Student Outcomes

• Develop communication skills  
• Increased programming ability  
• Improved ability to respond to activities and questions  
• Improved understanding of the nature of college admission
Appropriate SRU Graduate Majors
• Student Personnel
• Education (especially secondary guidance)
• Other majors that offer any classes that are counseling-based

Supervisor’s Expectations
• Graduate assistant will be responsible and committed to learning as much as they can about SRU and its opportunities available to students.
• Graduate assistant will maintain regular work hours during the week
• Graduate assist will complete tasks accurately.
• Graduate assistant will maintain regular attendance.

Contact Information

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