Mount Mary UNIVERSITY

Office of Graduate Admission
Graduate Assistantship

The Graduate Assistantship will be located in and report to the Office of Graduate Admission in Notre Dame Hall. The Office of Graduate Admission assists Graduate students through their admissions processes. This opportunity is a day-time position geared toward the recruitment and customer service aspects of the graduate admissions process.

Application deadline: July 1, 2023

Graduate assistants will work 135 hours during each semester, an average of nine hours per week during a 15 week semester (not including summer). Graduate assistants receive tuition remission for 3 graduate credits per semester.   Hours will be determined by mutual agreement and accommodate the graduate assistant's academic schedule as well as the needs of the Office of Graduate Admission to be open from 8:00 a.m. - 5:00 p.m. Monday-Friday. Starting dates will be determined by the Office of Graduate Admission, but will begin no later than the last week in August.

Responsibilities:

Assist Graduate Admission Counselors with follow up calls and emails to inquiring and applied students; help organize and plan recruitment events; communicate with prospective students about their respective program of interest; give campus tours; assist with marketing assignments and help the counselors with other various assignments as designated by the Graduate Admission staff.

Assist with completing database entry projects as well as assisting departments with special projects. Help with market research being undertaken by the office; help organize and plan New Student Orientations; and help with other duties/tasks assigned by the Office of Graduate Admission staff.

Requirements:

Applicants must be accepted Mount Mary University graduate students. Assistants need to have strong organizational and human service skills, problem solving skills, ability to work independently, detail oriented, and possess a high level of confidentiality (FERPA and other training will be provided). Applicants should have knowledge of MS Word and MS Excel. Applicants are expected to learn additional computer software programs, such as Jenzabar. Learn about Mount Mary University's academic programs, administrative office functions, and campus layout. Assistants should be flexible to focus on specialized office tasks as the need arises. Job description is subject to change.

A completed application and résumé should be emailed by July 1, 2023 to:

 mmu-gradinfo@mtmary.edu

APPLICATION FOR GRADUATE ASSISTANTSHIP

Student ID: _____

Name _____

Address _____

_____

Phone Number _____

Email Address_____

Please list your skills, strengths in work experience, etc.:

Please attach your résumé. Application materials must be submitted by July 1, 2023.

Please list the names and phone numbers of two references who know your work. If they work at businesses, please provide the company's name.

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The Graduate Assistantship position **requires a minimum of 135 hours of work per semester** (an average of 9 hours per week) for a **tuition remission of 3 graduate credits each semester**.

The Office for Graduate Admission requests that **graduate assistants fulfill their work obligations during Monday through Friday from 8:00 a.m. - 5:00 p.m.** Other times may arise on an as needed basis.