



Graduate Assistantship

Position Title: Graduate Assistant with Pay
Reports To: Director of Graduate Admissions
Department: Office of Graduate Admissions
FLSA Status: Non-exempt
Employment Status: Part-Time Non-Benefit Eligible
FTE:
Grant Funded: Circle One - YES/NO
Origination Date: August 2, 2024
Revision Date: August 2, 2024

Position Summary: The Graduate Assistant position in the Office of Graduate Admissions provides direct support for recruitment and admission-related activities. In addition, the position provides administrative support to the Director of Graduate Admissions and Assistant Director of Graduate Admissions. The position is a part-time position offered during the fall and spring semesters (mid-August through mid-May).

Primary Responsibilities:

- Communicate (via phone, email, virtually, in-person) with prospective graduate students and applicants to promote graduate program recruitment and to assist with conversion through the enrollment funnel
- Help to plan, support and participate in recruitment events such as open houses and information sessions
- Serve as primary tour guide for prospective graduate student visitors
- Meet with prospective graduate students and applicants during campus visits
- Greet, inform and direct visitors to Office of Graduate Admissions
- Assist with research projects/special projects as assigned
- Monitor and answer communication for general phone and email for Office of Graduate Admissions
- Perform other duties, responsibilities, or special projects as assigned

Skills and Experience:

- Strong working knowledge and understanding of Mount Mary University's academic programs, administrative office functions, and campus layout
- Strong organization skills and attention to detail
- Demonstrated ability to work independently and maintain confidentiality as required
- Outstanding verbal, writing, and presentation skills; must be able to communicate and interact effectively with Mount Mary students, employees, and alumnae
- Exceptional ability to multitask and prioritize projects
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group process and foster collaborative decision making
- Strong working knowledge of Microsoft Office products (Excel, Word, Teams), Jenzabar and Slate

Qualifications:

- To perform this job successfully, an individual must be able to perform each primary duties satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform primary functions.
- Must be currently enrolled as a Graduate Student making Satisfactory Academic Progress (SAP) toward a recognized degree

Physical Demands:

- May be required to lift up to 20 lbs.
- Must reach, bend, stoop, lift
- Must sit, walk or stand
- Some repetitive motion may be required

Working Conditions:

- Can be scheduled for up to 10 hours a week
- Varying workflow; sometimes stressful with high workload times of the year
- Complete work required within a limited space
- Complete work required within a limited time

Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. If you are interested in this position, please email a resume, cover letter expressing interest and qualifications and at least two professional or academic references to:

Hiring Manager: Kirk Messer, Director of Graduate Admissions
Email: hellerk@mtmary.edu