

Admissions Visit Events Coordinator
Graduate Assistant Practicum Position Description

Summary of Position: The Office of Undergraduate Admissions is seeking a graduate assistant to assist with Admissions Visit Events and the innovations related to Admissions Student Leadership Programs. This position also assists with other admissions opportunities and reports to the Assistant Director of Admissions for Campus Visits and communications

Specific elements include but are not limited to:

- Manages the set up, and assists with the execution of Admissions Visit Event Programs (Tailgates, Admitted Student Events, Preview Days, College Preview Days, Roadshows, and other special events) including but not limited to:
 - Follow up with campus partners
 - Packing and Set up for event
 - Working directly with visiting students, parents
 - Social Media and Marketing Initiatives
- Co-Advising Admissions Student Leadership programs
 - Mentoring student leaders
 - Scheduling and planning of meetings and leadership trainings
 - Scheduling volunteer hours, call center hours, etc.
 - Identifying ways to grow and promote Admissions Student Leadership Programs
- Working closely with the Assistant Director on special projects designed to advance the Office of Undergraduate Admissions and the University. Candidate needs to have the ability to think creatively for new and progressive recruiting methods.
- Time management and the ability to work on multiple tasks is required
- Public speaking and presentations are an active part of this assistantship

This position will have ample opportunity to participate and experience many areas of the Admissions Office to understand it holistically (Operations and Recruitment).

Our Office is committed To Making Your Experience Meaningful for Career Development:

- Ample opportunities to work with multiple areas of campus
- Ability to work with all components of Undergraduate Admissions
- Support in discovering interests and offering opportunities for professional growth

Compensation and Work Schedule

- The Graduate Assistant's tuition waiver and stipend is compensation for working approximately 20 hours each week.
- Typical work schedule is up to student and supervisor (Must work event dates).
- As weekend events occur, the schedule will be adjusted. Weekend work and some travel across the state is required for this position.
- Ability to lift 20-30 lbs. is required.
- Position requires heavy amount of activity, walking, and driving university vehicles

