

**High Ability/Scholarship**  
Graduate Assistant Position Description

**Summary of Position:** The Office of Undergraduate Admissions is seeking a graduate assistant to build on our current recruitment efforts for available Admissions scholarship marketing, partnering with campus partners for acquisition of new scholarship funding, assisting with planning and implementation of the annual Admissions' Office President's Day Scholarship Day, developing opportunities for scholarship recipients through available service/recruitment experiences, and creating a comprehensive recruitment strategy to attract and yield high ability incoming students to the University of West Georgia.

**Position Duties:**

- Review current scholarship advertisements available through the Admissions Office
- Work closely with the UWG Development & Foundation Office to collect and centralize available scholarship funding to new incoming students
- Develop a comprehensive recruitment and communication plan for high ability students (including recruitment visits both on-and off-campus, email, scheduled calls through the Evening Call Center, print pieces, and social media networking)
- Assist with logistical planning for the President's Day Scholarship Day alongside the Assistant Director of Campus Visit & Outreach Programs
- Manage and expand the service commitments required for all annual scholarship and waiver recipients through the continued development of an Admissions Scholarship Ambassador Program.

**Specific skills obtained through this position:**

- Event planning
- Student leadership development
- Marketing and recruitment strategy through communication plans involving a CRM
- Collaborative networking with campus partners
- Recruitment (specifically high ability)
- Scholarship awarding and fund development

**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 levels of Undergraduate Admissions
- Annual and on-going training
- Support in discovering interests and offering opportunities for professional growth

**Compensation and Work Schedule**

- Weekly Proposed Schedule: 8:00am-12:00pm Monday-Friday, some weekend and evening travel required during peak times
- Ability to lift 20-30 lbs. is required
- Reports to: Associate Director of Admissions, Recruitment