

The Office of New Student Programs

Graduate Assistant for Move On When Ready (Dual Enrollment)

Summary: The Graduate Assistant for this position will have a vast array of experiences, ranging but not limited to, recruiting, advising, orientation, and much more. Below are some of the tasks/responsibilities this individual will have:

- **Recruitment**
 - Assist the Coordinator of Move On When Ready with traveling to different high schools within 30 miles of the University of West Georgia (UWG) to recruit and present to potential students and their families
- **Advisement**
 - Assist the Coordinator and Associate Director in the scheduling and advising of high school students for college coursework, while ensuring students meet their high school graduation requirements
 - You will gain knowledge of the University System of Georgia requirements to graduate high school, and become familiar with the core curriculum of UWG
- **Marketing for Move On When Ready**
 - Work with UWG's Publications and Printing to produce/edit recruitment materials as needed
 - Create Social Media (i.e., Facebook) posts to promote the program utilizing UWG Admission's page
- **Communication**
 - Develop rapport and a relationship with high school students and families, high school counselors, and campus partners
- **Financial Aid**
 - Assist the Coordinator and Associate Director in processing financial aid for students
- **Textbooks**
 - Assist the Coordinator of Move On When Ready in organizing and gathering required textbooks for students
- **Additional Tasks**
 - Support and assist other programs within the New Student Programs Office as needed

This position is a 12-month, 20 hours a week position.