

# The Office of New Student Programs

## Graduate Assistant for Dual Enrollment

**12 Month Contract (Aug – Aug) and Tuition Waiver – 20 hr/wk**

**Direct Report Supervision:** Associate Director, New Student Programs

**Desired Skills and Interests:** Applicants should possess an interest in high ability students, recruitment, academic advising, and student/leadership development. Additionally, applicants should have experience with student leadership. The ability to lift boxes (20lbs) and to assist with dual enrollment recruitment and other New Student Programs events is required.

**Qualifications:** Applicants must be applying to, accepted, or enrolled in a graduate program at University of West Georgia. A two-year commitment for this Graduate Assistantship is preferred. Preference is given to students enrolled in the Professional Counseling – College Student Affairs graduate program at UWG.

### **Position Responsibilities and Duties:**

The Graduate Assistant for this position will have a vast array of experiences, ranging but not limited to, recruiting, advising, orientation, and much more.

#### Dual Enrollment (75%):

- **Recruitment**
  - Assist 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
- **Advising**
  - Assist 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 and Communication for Dual Enrollment**
  - Work with UWG's Communications and Marketing to produce/edit recruitment materials
  - Create Social Media (i.e., Facebook) posts to promote the program utilizing UWG Admissions and NSP pages
  - Develop rapport and a relationship with high school students and families, high school counselors, and campus partners
- **Financial Aid**
  - Assist in processing financial aid for dual enrollment students

#### General Office Duties (25%):

- Assist NSP team as directed with various programs throughout the academic year such as Orientation, Ignite, etc.
- Assist in the planning and implementation of extended orientation events and activities including but not limited to: marketing, planning events, scheduling volunteers, room reservations, and on-site supervision of student leaders
- General office responsibilities including but not limited to: record maintenance, answering phones, and responding to individual participants
- Web maintenance of the NSP/Orientation website, social media, and other digital systems such as Visual Zen Orientation Registration System and Banner
- Other duties as assigned, or as interest leads