



# Indiana University of Pennsylvania

## STUDENT AFFAIRS IN HIGHER EDUCATION

### Graduate Assistant for Admissions & Recruitment

**Overview:** The Graduate Assistant for Admissions & Recruitment will work 20 hours per week (Monday-Friday) during the academic year. The 20 hours will be divided between SAHE departmental activities and faculty support. Weekend work may be required for Visitation programs.

**Compensation:** A full in-state tuition waiver, including the summer (between the two years), \$5,440 academic year stipend; summer employment will depend on the department budget and will be paid at the Graduate Work Study wage.

**Responsibilities:** The graduate assistant will assist with admissions, administration, and faculty support. Duties will include items from the following list, with priorities established by the department chair and the faculty supervisor.

- Work closely with the SAHE department chair on achieving all department goals and initiatives and with individual faculty on specific departmental activities.
- Maintain effective communication and workflow for the entire admissions application process in conjunction with the chair and the Graduate School, including securing appropriate documentation from applicants, develop strong relationships with key staff in the SGSR
- Assist the department chairperson in developing and implementing a comprehensive strategic recruitment plan to bring increasing numbers of highly qualified students to the SAHE program
- Produce weekly admissions reports derived from the creation and maintenance of databases and lists (prospective student inquiries, admissions tracking, etc.)
- Provide leadership for the SAHE Online Information sessions
- Coordinate the SAHE faculty admissions interview process
- Check admissions email and respond daily
- Ensure that other SAHE GA is able to respond to admissions questions when needed
- Ensure prompt follow-up via telephone, email, or personal contact with all admissions inquiries
- In cooperation with other SAHE GA, plan and facilitate Practicum Fair & Recruitment Fair/Information Session and Visitation Weekend.
- Create, update, and distribute SAHE faculty/student and GA Supervisor contact lists each semester.
- Create/revise the SAHE GA Compensation Report.
- Collect and prepare data for the department chair as needed.
- Serve as SAHE office liaison to Associates for Student Development (assisting with Banquet, etc.).
- Assist in the planning and implementation of SAHE Kick-Off.
- Develop/draft letters for chair (i.e. Donors, etc.).
- Create and revise the SAHE Calendar
- Work with the other GAs and faculty to accomplish department goals
- Maintain the upkeep of the office (GA schedule, bulletin board, etc.)

### Faculty Support

- Assist department faculty with research efforts, including library searches, data collection and entry
- Assist faculty with their course syllabi and material preparation for classes and other projects
- Assist faculty with department, college, university, and professional service projects.
- Complete all other duties as requested

\*These duties may be changed in order to accommodate and use the expertise and experiences of GA.