

2016-2017 Graduate Assistant Position Description

Admissions Office

Overview:

Represent Grand Valley State University at high school visits, college fair programs, graduate school fairs and other recruitment events on both the Allendale and Grand Rapids campuses, and throughout the state of Michigan as needed. Give regular admissions presentations to and correspond with prospective students and their families. Assist in the organization of on-campus recruitment events and scholarship competitions. Provide support for Admissions staff members as needed.

Title: Admissions Recruitment Graduate Assistant

Essential functions of the position:

- Lead weekly GVSU Admissions Preview presentations for prospective students and families
- Assist with Awards of Distinction Scholarship Competitions
- Assist with GVSU Laker Experience Days
- Assist with New Graduate Student Orientation
- Assist with GVSU Alumni Ambassador program
- Co-host Virtual Online Graduate Chats for prospective graduate students
- Participate in GVSU GradFest to help promote graduate programs
- Assist with high school visits, college fair programs, graduate school fairs and other recruitment events
- Co-coordinate the Grand Rapids Area Higher Education Network (GRAHEN) Outstanding Adult Learner Award selection process for GVSU
- Respond regularly to webmail questions from prospective students
- Office appointments with prospective students as needed
- Other duties as assigned

Qualifications:

- Must possess a strong desire to positively represent Grand Valley State University
- Strong communication and organizational skills
- Ability to pay attention to details
- Ability to be flexible to support the Admissions Offices in Allendale and Grand Rapids
- Experience with word processing, spreadsheets, and database software
- Limited evening and weekend work required