College of Education
Graduate Assistant for SAHE Recruitment

General Description
The Graduate Assistant will assist the SAHE program chair and the assistant director of external relations, communications, and recruitment in the coordination of recruitment efforts for the Student Affairs in Higher Education master’s program and will be expected to work approximately 10 hours per week. The GA will be responsible for assisting with on-going graduate student recruitment from initial contact to application submission and completion and, if accepted, to matriculation and registration.

Specific Responsibilities

• Work with SAHE program coordinator and the assistant director of external relations, communications, and recruitment on program recruitment ideas for SAHE program

• Respond to and follow up on student inquiries about SAHE master’s program via phone and e-mail

• Correspond with students who inquire about SAHE graduate programs through the Graduate School

• Work with the assistant director of external relations, communications, and recruitment to maintain website and recruitment database

• Assist in staffing recruitment events, including regional conference attendance

• Serve on the COE Recruitment Committee

• Update SAHE admissions committee about admissions status of prospective students.

• Follow up with temporary and non-degree students to complete admission requirements for degree status

• Help coordinate orientation events for new students in SAHE graduate program

• Coordinate communications and logistics for recruitment events, including annual SAHE information/assistantship interview event in February and graduate school open houses.
• Work with faculty and Graduate School GA to set up student information visits

• Research and keep up-to-date information about student affairs conferences and online directories. Contact appropriate organizations about recruitment opportunities.

**Qualifications**

• Graduate student enrolled full-time in Student Affairs in Higher Education program in the School of Education

• Strong oral and written communication skills

• Knowledge of and positive representation of graduate studies in education at Marquette University

• Marketing, database, and or web design skills desired

• Availability to work occasional evenings and/or part of a weekend day for some events

**Remuneration**

This is a 10 hours per week position. Compensation includes a 9 credit tuition scholarship per year and an annual stipend of $7,825.