



**College of Education  
Graduate Assistant for SAHE Recruitment**

**General Description**

The Graduate Assistant will assist the SAHE program chair 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 on program recruitment outreach for SAHE program
- Plan and coordinate communications and logistics for recruitment events, including annual SAHE Program Preview and Assistantship Interview Day for prospective students
- Respond to and follow up on student inquiries about SAHE master's program via phone and e-mail
- Correspond with students who inquire about the SAHE graduate program through the Graduate School
- Maintain the SAHE website and recruitment database
- Assist in staffing recruitment events, including regional conference attendance and Graduate School Open House.
- Serve on the College of Education 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

- Communicate with faculty and assigned Graduate School Admissions Representative 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 \$10,000.