

Job Title: Graduate Assistant

Employer Name: The Office of Undergraduate Admissions at Rider University

Department Name: Admissions

Supervisor Name: Hannah Ford, hford@rider.edu

Wage/Salary: 2 graduate courses (6 credits) per Fall/Spring semester and stipend of \$14.22/hr.

Start Date: Summer 2024 (preferred) or Fall 2024 semester

Job Description: The Office of Undergraduate Admissions is in need of a graduate assistant who will support the daily recruitment activities of the Undergraduate Admissions team and act as an extension of the admission counseling staff. Responsibilities will require the successful candidate to gain in-depth knowledge of the admission process and the University in order to assist prospective students and families through the enrollment process.

This position requires the GA to work 20 hours per week. Some evenings and weekends are required for admissions-related special events and the GA must exhibit flexibility in meeting the department's needs with these special events.

Scope of Responsibilities:

- Attending and assisting with the coordination of campus events including but not limited to:
 - Open House, Accepted Student Day, Audition Days
- GPA Calculation
 - Application file review as needed
- Individual meetings with prospective students and families
 - Answer questions about the University and application process
- Independent Travel Coverage (virtually and/or on ground) including but not limited to:
 - High School college fairs
 - Individual High School visits to meet with students and School Counselors
- Emailing / Calling students and school counselors
- Assist with various clerical duties (mailings, etc.)

**** Additional Responsibilities may vary based on the evolving needs of this department and the skills of the applicant****

Education and Experience: Bachelor's degree from an accredited college or university and successful admittance to a Rider University graduate program. Experience working in a campus admissions office is preferred.

Skills and Qualifications:

- Applicant must possess strong written and oral communication skills/ presentation skills
- Applicant must be highly organized with effective time management skills
- Strong attention to detail and analytical skills
- Applicant must possess a mature, professional, and positive attitude
- Ability to complete work independently and as part of a team
- Proficiency with the following software: Microsoft Excel, Word, Power Point, Google Apps (Drive, Docs, Sheets), and internet search abilities. The successful candidate will be trained to use additional software and must become proficient to carry out required responsibilities.