**Position Title:** Graduate Assistant in Admissions at Southwest Minnesota State University

**Department:** Admission Office

**Position Summary:** The Graduate Assistant (GA) in Admissions will support the Admission Office in various capacities, including recruitment, student engagement, and oversight of the Student Ambassador program. This role is designed to provide hands-on experience in higher education and student services, while also contributing to the overall goals of the Admission Office.

**Key Responsibilities:**

* **Recruitment Support:** Assist in planning and executing recruitment events, such as daily prospective student visits, open houses, campus tours, and information sessions. Represent the university at college fairs and other recruitment activities.
* **Student Ambassadors Oversight:** Recruit, train, and supervise Student Ambassadors who assist with campus tours, events, and on campus activities. Ensure ambassadors are well-prepared to represent the university effectively. Serve as primary point of contact for Ambassadors, providing clear, concise, and up to date information.
* **Training and Scheduling:** Develop, plan, and implement summer training program for Student Ambassadors. Create and manage their work schedules to ensure adequate coverage for all events and activities. Update handbook and all materials required for training. Work with other departments to coordinate continuing education for Ambassadors.
* **Student Engagement:** Provide information and support to prospective students and their families through phone, email, mail, and in-person interactions.
* **Data Management:** Maintain accurate records of prospective student information through admissions CRM and scholarship platforms.
* **Marketing and Outreach:** Collaborate with the marketing team to develop and distribute promotional materials. Assist in managing social media accounts and other digital outreach efforts.
* **Administrative Support:** Perform general office duties, such as answering phones, scheduling appointments, and managing correspondence. Assist with special projects and other tasks as assigned.

**Qualifications:**

* Enrolled in an on campus graduate program at Southwest Minnesota State University.
* Strong communication and interpersonal skills.
* Ability to work independently and as part of a team.
* Detail-oriented with strong organizational skills.
* Needs to be on campus staring August 11th, 2025.
* Previous experience in admissions, recruitment, or student services is a plus.

**Work Schedule:**

* 14 hours per week, with flexibility to accommodate class and personal schedules as requested.
* Occasional evening and weekend hours are required for recruitment events.

**Compensation:**

* $8,000/academic school year
* Tuition waiver for graduate classes in on-campus program

**Application Process:** Interested candidates should submit a resume, cover letter, and contact information for one reference to by March 31st to taylor.mckittrick@smsu.edu.