Job Description

Position Title: Graduate Assistant for the Office of the Associate Dean for Student Development

Office: Student Affairs

Reports to: Associate Dean for Student Development

Date: July 2014

Primary Purpose: The Graduate Assistant will assist the Associate Dean of Student Development, with special projects.

Essential Job Functions:

- Assist the Associate/Dean with special projects and duties as assigned.
- Primary responsibility is oversight, recruitment, training, etc. of the student Admissions Ambassador program.
- Manages the day to day operations of the Admissions Ambassador program in terms of scheduling, staffing, evaluation, corrective action, etc.
- Insures quality control of campus tours, presentations, etc.
- Develops and implements a post-tour communication plan with prospective undergraduate students.
- Develops and implements recruitment and selection efforts critical to sustain the program.
- Develops and implements retreats, trainings, etc. that will equip the students in their role.
- Coordinates customer feedback assessment and evaluation of Admissions Ambassador’s performance.
- Coordinates with staff within the Office of Undergraduate Admissions for Admission Ambassador presence and staffing at major UGA events.
- Represent the Associate Dean at various NSU meetings and events.
- Other duties as assigned
Qualifications

- Bachelor’s degree from an accredited University.
- Proficiency in Microsoft Office programs (Excel, Word, PowerPoint)
- Proven high academic performance and successful participation in campus co-curricular and extracurricular activities.
- Available for evening and weekend hours.
- Working knowledge of higher education data-base systems (i.e. Banner, PeopleSoft, etc.)
- Must have strong interpersonal skills, resourcefulness, and ability to work independently as well as within a team.