Position Description
The Graduate Assistant for Admission Programs is a member of the Undergraduate Admission Office and is primarily responsible for assisting the On-Campus Programming team with the planning and implementation of individual program. This is a full-time graduate assistant position and Master’s level students are welcome to apply.

Additional Responsibilities
• Develop, implement, and coordinate the scheduling and assessment of individual program
• Coordinate student leader training to include Tribe Ambassadors, Tour Guides, Interviewers, Phone Workers, Multicultural Recruitment Interns, Spring Interns, and STEM Panelists
• Assist with student leadership hiring process (TA’s, Tour Guides, and Interviewers)
• Analyze and track campus visit numbers
• Assist with one credit academic course for new tour guides during Spring semester
• Serve on the On-Campus Programming Team (OCP)
• Read applications and serve as a member of the Admission Committee
• Participate and contribute to weekly staff meetings
• Serve as Dean on Duty (DOD)
• Assist with Admission travel
• Assist with Front Lobby Coverage
• Other duties as assigned

Classification/Hours
20 Hours per week; some weeks are more flexible than others

Benefits
$14,000; $10,000 towards tuition and a $4,000 stipend. Candidate would pay some tuition costs out-of-pocket.

Immediate Supervisor and Colleagues
Reports to the Director of On-Campus Programs and Associate Dean of Admission, works with all members of the Undergraduate Admission Staff

Desired Abilities
The successful candidate will demonstrate an ability to collaborate, create, and take the lead on several different types of programs/projects. A successful candidate will demonstrate excellent communication skills, a high level of creative energy, and an interest in event planning and working with students. Candidate must be flexible and willing to work some evening and weekend hours. Prior experience working with students or programs is preferred.

Department Contact:
Justine Okerson, Associate Dean of Admission
justine@wm.edu, 757-221-3995