



Graduate Assistantships for Doctoral Students

GRADUATE ASSISTANT SOLES OUTREACH AND RECRUITMENT

This position reports to the Director of Outreach and Recruitment in the School of Leadership and Education Sciences (SOLES) and is responsible for coordinating internet-based and traditional recruitment initiatives to attract prospective graduate students to SOLES. The graduate assistant will implement and facilitate internet-based programs, such as, but not limited to; Twitter, Facebook, online chat, message boards, email, and the SOLES website to attract prospective graduate students. The graduate assistant will also provide support for content and updates on the admissions website. Graduate assistant will also assist with content and distribution of the Outreach and Recruitment newsletter and post admission yield activities. The graduate assistant will also meet with prospective students about SOLES graduate programs and provide assistance during Outreach and Recruitment on-campus events.

GOALS OF THE POSITION

- To gain extensive knowledge of graduate programs in SOLES and disseminate accurate and timely information to prospective students.
- Actively support and facilitate the advancement of internet-based programs and services to recruit prospective graduate students.
- Support the office of Outreach and Recruitment during on-campus recruitment events.

JOB RESPONSIBILITIES

- Assist in development and implementation of social networking student recruitment activities
- Assist with incoming email inquiries from prospective students
- Participate in online chats and message boards to recruit prospective students
- Meet with prospective students regarding graduate programs
- Update and assist with development of admissions website
- Provide weekly report/tracking of social networking activities
- Assist with post admission yield activities
- Attend and assist with SOLES information sessions (day of)
- Attend departmental meetings
- Perform such duties as may be assigned from time to time

QUALIFICATIONS

- Graduate degree in progress as a USD student.
- Prior admissions experience preferred.
- Working knowledge of social networking, web-based programs, and website development and maintenance.
- Ability to work independently and successfully meet division goals.
- Strong administrative and organizational skills, preferably within higher education.

- Strong communication, interpersonal skills, professionalism, and attention to detail.
- Understanding of and commitment to the mission and purpose of USD as a Catholic, liberal arts based University.
- Flexible hours. Occasionally, there is some evening and weekend work responsibilities.

DATES OF EMPLOYMENT (TBD)

- 12 month appointment - September - August
OR
- 9 month appointment – September - May

SALARY (TBD)

- 12 month appointment: \$19,000, benefits + tuition (15 units)
OR
- 9 month appointment: \$14,000, benefits + tuition (12 units)