SOLES ADMISSIONS AND OUTREACH
Front Desk Graduate Assistant

The SOLES Office of Admissions and Outreach is responsible for recruiting and enrolling highly qualified graduate students in the fields of Leadership Studies, Learning and Teaching, Counseling and Marital and Family Therapy. The office works closely with the university’s central Office of Graduate Admissions, which is responsible for processing application materials and enrollment deposits. The office consists of the Director, and one full-time Admissions Coordinator, and part-time graduate student employees.

Job Responsibilities

• Reception Responsibilities
  o Greeter / front desk coverage / phone coverage / email inbox coverage / walk-in admissions advising
  o Answering program and applicant questions, directing students/guests to appropriate contact office representative
  o Assisting prospective students with scheduling appointments and signing up for admissions events
  o Keeping inventory stocked in office (brochures, flyers, business cards, etc.) and outside office bookshelves
  o Stay informed of staff schedules
  o Maintenance and Supplies (purchasing from Bookstore, Printshop; putting supplies away, keeping area neat)
  o Maintain confidentiality regarding university policies and procedures, admissions decisions, and student data
  o Various projects related to the Office of Admissions, Dean’s Office and central Office of Graduate Admissions

• Project Responsibilities
  o Student Ambassador Program
    ▪ Assist with the application and recruitment process of graduate student ambassadors
    ▪ Coordinate ambassador training each semester
    ▪ Create schedules for ambassador action and activities (blogs, email messages, etc.)
    ▪ Update and maintain ambassadors web profiles using Cascade (on-campus training required)
  o Other Projects
    ▪ Coordinate prospective Student Information Sessions (on-campus, online, pre-recorded)
    ▪ Participate in on-campus and local area recruiting at fairs and events as needed
    ▪ Actively maintain the offices social media networks (Twitter, Facebook, Instagram, etc.)
    ▪ Assist with open house event preparation and day of staffing (requires work on some Saturdays)
    ▪ Assist with identifying and contacting professional organizations and associations whose members may be interested in SOLES graduate program offerings
    ▪ Draft emails for mass send including monthly newsletters
    ▪ Website content maintenance support as needed

Qualifications:

• Enrolled, or newly admitted, USD graduate student
• Office related experience preferred; Admissions related experience is a plus
• Working knowledge of social networking and social media platforms
• Strong administrative and organizational skills, preferably within higher education
• Strong communication, interpersonal skills, professionalism, and attention to detail
• Outgoing, student service oriented personality.

Starting Pay: $13.00/hour; Non-benefited, part-time position

Expected Hours: 15 hours per week required. Completed over three 5 hour per day shifts, or two 7.5 hour per day shifts. Scheduled determined by supervisor each semester. Office operating hours are 9:00 am – 5:00 pm, Monday - Friday.

Interested applicants should email a resume and cover letter to Pete Sterk at petesterk@sandiego.edu. Applications will be reviewed on a first come, first served basis. Please indicate your available start date in your email.

For more information on SOLES Admissions and Outreach, please visit our website at www.sandiego.edu/soles/admissions