OPEN POSITION: GRADUATE ASSISTANTSHIP POSITION

Position Requirements: Part-time 0.5 Graduate Assistant (GA) needed for the Morgridge College of Education Office of Admissions (2 positions available)

Work Commitment: .5 (part-time) GA is required to work 10 hours per week under the direction of the Supervisor.

Pay and Benefits: This .5 GA position receives tuition waiver and stipend. 2015/16 academic year tuition waiver benefit is $14,388 = 12 credit hours (appointment is for Fall, Winter and Spring quarters) and a minimum stipend of $7,250 (paid monthly) for MA and EdD students; $8,000 for PhD students. Note: If you receive an assistantship, Dean’s Scholarship award will be reduced by the amount of the assistantship tuition waiver.

Supervising Staff: Kristina Coccia, Admissions Counselor

JOB DUTIES: This half-time Graduate Assistant position beginning fall 2015 will support the enrollment and recruitment needs of the Morgridge Office of Admissions. This position will work closely with the Admissions Counselors and Director in order to support the goals of the University and College to attract and retain diverse students. The Graduate Assistant will work closely with Admissions Counselors and the Director by organizing logistics for multiple on-campus and national recruiting admissions efforts and events throughout the year, such as information sessions, on-campus interview days, and the annual Students of Color Reception. Additionally, this position will play a critical role in the correspondence and communication with prospective students by providing admissions information, facilitating In-Context visits, and conducting information sessions to potential applicants on-and-off campus. The Graduate Assistant will also be expected to support the Office of Admissions professional staff on special projects, as well as the administrative needs of the office such as greeting prospective/current students and answering the phone and email as needed.

Required Qualifications:
Education: Preference will be given to incoming students beginning fall 2015 with prior recruiting

Special Knowledge, Skills, and Abilities: This position requires high levels of personal organization and time management, effective collaboration with all Morgridge stakeholders, competence in Microsoft Word, Excel, and Outlook, the ability to maintain professional and personable attitudes, and knowledge of data collection and analysis. Additionally, strong communication skills, both oral and written English, are necessary. This position may require working evenings/weekends.

TO APPLY: Send an email with professional letter of application and your resume or CV to: Kristina Coccia, Admissions Counselor (Kristina.Coccia@du.edu)
**Deadline to Apply:** Applications are being reviewed for academic year 2015/16 appointment. Fall 2015 quarter starts Monday, September 14, 2015. Applications will be considered until the position is filled. **Interviews may be conducted in person or via Skype for out of town students.**

**Additional Information:** You may be expected to work during all weeks the University is open. All work hours and schedules will be coordinated and agreed upon with the Supervisor. Please see the 2014/15 Graduate Assistant Handbook for further information.