To Apply: Send your resume and cover letter directly to HED.GradJobs@du.edu with “Admission Office Graduate Assistant” in the subject line.

Application Deadline: January 15, 2020

Office Information

The Morgridge Office of Admissions (MOA) is committed to enhancing the educational mission of the University by influencing enrollment by providing the highest quality of service and offering the most memorable student experience when recruiting and serving students whose talents and strengths add to the Morgridge community of change agents.

Position Detail

This half-time Graduate Assistant (GA) position beginning fall 2020 will support the enrollment and recruitment needs of the Morgridge Office of Admissions. This position will work closely with the Admissions Counselors and staff in order to support the goals of the University and College to attract and retain diverse students. The GA will work closely with Admissions staff by organizing logistics for multiple on-campus and national recruiting efforts and events throughout the year, such as information sessions and on-campus interview days. Additionally, this position will play a critical role in the correspondence and communication with prospective students by providing admissions information, facilitating campus visits, and working with Morgridge staff and faculty. 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. This position may require working evenings/weekends. The office will also support individual learning goals/projects of the GA if there are specific areas within the field of admissions/enrollment that are of particular interest.

Required Qualifications

- Candidates must have an earned Bachelor’s degree and be enrolled in the University of Denver Higher Education program
- A demonstrated commitment to inclusive excellence
- Excellent organizational, planning, interpersonal and communications skills
- Ability to work independently and as a team member
- A genuine interest and satisfaction in working with students, faculty and staff
- Preference will be given to incoming students beginning fall 2020.
Summary of Responsibilities

Administrative

• Strong written and verbal communication skills, involving reading and writing correspondence and dealing effectively with a broad range of current and prospective students, as well as staff, faculty, and community members.
• A basic understanding of computerized databases and information systems is highly desirable. Familiarity with Microsoft Office products (Word, Access, Excel, and Publisher) is essential

Programming and Advising

• Ability to implement various programs/activities for the Morgridge Office of Admissions
• Coordinate evaluations of programs
• Facilitate various meetings/interviews for MCE stakeholders including, prospective students, faculty and MCE administration

Professional Conduct

• Ability to work with prospective students in an effective and supportive manner
• Collaborate with MOA staff members on various projects and/or administrative tasks
• Respect and maintain student and staff confidentiality
• Attend staff meetings and assist in developing enrollment strategies, tactics and outreach opportunities
• Demonstrate an on-going commitment to the principles of inclusive excellence
• Contribute to office culture in a fun and positive manner

Compensation

• 12 credits of tuition waivers per year in the Morgridge College of Education at the University of Denver
• $7,250 stipend distributed over a ten-month period (mid-September – mid-June)