



**School of Education**  
**Graduate Assistant for Advising and Recruitment**

The Graduate Assistant for Advising and Recruitment is a unique opportunity that combines two distinct roles within the School of Education: Advising and Support Services in the Office of Teacher Education and SAHE Recruitment. This position offers invaluable experience of working under two supervisors, providing diverse perspectives and professional development in both academic advising and graduate student recruitment. The role requires a total commitment of 20 hours per week, with 10 hours dedicated to each area.

**Advising and Support Services in the Office of Teacher Education**

The Office of Teacher Education in the School of Education serves as the focal point for undergraduate student advising and support services for students who are Elementary, Secondary, or Educational Studies majors and will be expected to work approximately 10 hours per week. After undergoing advising training, the graduate assistant will work closely with the Assistant Dean for Advising and Student Services in a variety of activities related to advising and student support services, including group and individual advising, meetings with prospective students and their parents, event planning, and updating of advising materials for students and faculty.

**Specific Responsibilities**

- Assist in conducting group advising and information sessions for new students
- Provide regular advising each semester to a caseload of students on probation or in need of assistance
- Assist the Assistant Dean in providing support and leadership for activities and events
- Meet with and provide information to prospective students and their parents
- Assist in updating and developing advising materials given to students

**Qualifications**

- Excellent written and oral communication skills
- Ability to take initiative and problem-solve
- Strong computer skills including Microsoft Office
- Ability to multi-task and prioritize
- Excellent attention to detail
- Ability to work collaboratively as well as independently
- Previous experience in student services in a college setting preferred
- Knowledge of and/or experience with teacher education not required but a plus

## **SAHE Recruitment**

The Graduate Assistant will assist the SAHE program chair with the coordination of recruitment efforts for the Student Affairs in Higher Education master's program and will be expected to work approximately 10 hours per week. The GA will be responsible for assisting with on-going graduate student recruitment from initial contact to application submission and completion and, if accepted, to matriculation and registration.

### **Specific Responsibilities**

- Work with SAHE program coordinator on program recruitment outreach for SAHE program
- Plan and coordinate communications and logistics for recruitment events, including annual SAHE Program Preview and Assistantship Interview Day for prospective students
- Respond to and follow up on student inquiries about SAHE master's program via phone and e-mail
- Correspond with students who inquire about the SAHE graduate program through the Graduate School
- Maintain the SAHE website and recruitment database
- Assist in staffing recruitment events, including regional conference attendance and Graduate School Open House
- Update SAHE admissions committee about admissions status of prospective students.
- Follow up with temporary and non-degree students to complete admission requirements for degree status
- Help coordinate orientation events for new students in SAHE graduate program
- Communicate with faculty and assigned Graduate School Admissions Representative to set up student information visits
- Research and keep up-to-date information about student affairs conferences and online directories. Contact appropriate organizations about recruitment opportunities

### **Qualifications**

- Graduate student enrolled full-time in Student Affairs in Higher Education program in the School of Education
- Strong oral and written communication skills
- Knowledge of and positive representation of graduate studies in education at Marquette University
- Marketing, database, and or web design skills desired
- Availability to work occasional evenings and/or part of a weekend day for some events

### **Remuneration**

This is a 20-hour (in total) per week position. Compensation includes a 15-credit tuition scholarship per year and an annual stipend of \$20,400.