



Missouri State[™]

U N I V E R S I T Y

The Office of Admission is part of the Enrollment Services unit in the Division of Student Affairs and is on the front line in recruiting qualified domestic first time new in college and transfer students to Missouri State University. It is important to us that Graduate Assistants are treated as future professionals and our GA's will share many duties with professional admissions counselors.

Duties and responsibilities

- Handle special projects and assignments relating to new student recruitment
- Deliver informational presentations to groups of prospective students and families
- Host one on one meetings with prospective students and families
- Assist with office walk-in traffic
- Manage the Admissions email inbox
- Participate in phone recruitment campaigns
- Assist in the planning and execution of special admissions events (limited weekend work is required)
- Other duties as assigned

Requirements:

- Excellent oral and written communication skills and a sensitivity to issues related to the retention and recruitment of a diverse student body are required.
- Eagerness to provide exceptional customer service
- Good organizational skills
- Willingness to learn the basics of information database systems, marketing tools, customer relationship management (CRM), and other software products, such as Microsoft Office is required.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.
- Enthusiasm for Missouri State and a passion for helping students reach their higher educational goals

Organizational relationships

- Reports directly to the Associate Director of Admission.

Terms of employment

- Must be enrolled in at least six credit hours of graduate level courses at Missouri State per semester of appointment
- Commitment to:

- Twenty hours per week for fall and spring semesters, preferably spread over five days a week, although scheduling is flexible.
- Some weekend work is required.
- No summer hours.

Compensation

- During fall and spring semesters, the Graduate Assistant will receive tuition remission and a monthly stipend in nine equal payments.

For more information, please contact:

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