

**DIVISION OF ACADEMIC AFFAIRS
OFFICE OF ADMISSIONS & SCHOLARSHIPS
JOB DESCRIPTION**

TITLE: Graduate Assistant

DEPARTMENT: Admissions & Scholarships

DIVISION: Academic Affairs

LOCATION: 250 Montgomery Hall

DATE: June 2017

LINE OF PROGRESSION

Assistant Director for Campus Visit Program

Associate Director for Recruitment

Director of Admissions & Scholarships

FUNCTION: The purpose of the Graduate Assistant is to assist the Office of Admissions & Scholarships in the recruitment of undergraduate students to Mississippi State University.

DUTIES AND RESPONSIBILITIES:

1. Assist with large to small scale on-campus events: Fall and Spring Preview Days, Scholars' Recognition Day, Phi Theta Kappa, Honors, and Summer Orientations, Presidential and Provost Scholarship Interviews, etc.
2. Assist in setting up academic appointments for students with your specified colleges and to others when needed
3. Visit with students and parents - a top priority. Need to be in the office on days of heavy visitation (Game Day Fridays, President's Day).
4. Schedule campus visits for prospective students.
5. Give walking and driving tours to prospective undergraduate students when Roadrunners are not available.
6. Learn information regarding admissions requirements, scholarships, etc.
7. Transport families to and from different locations on campus.
8. Present to prospective students alongside Admissions Counselor for information sessions.
9. Present solo to visiting high school group visits.
10. Travel to high schools, community colleges, or college fairs when necessary. This will be coordinated by the Director of Recruitment.
11. Write post cards to students you connected with
12. Write students who attend special events on campus, top scholars, award winners, etc. The Admissions Counselors will give you the names and addresses of these students. This should be done when nothing else is pressing.
13. Answer voicemails or written messages relayed to you and respond to email daily.
14. Keep your desk area and the common areas neat, tidy, and stocked with essential materials
15. Compile a resource notebook and review material when needed..
16. Make up missed hours before or after week missed.
17. Other duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS: Enrolled in classes for a Master's degree program or doctoral program. Possess valid driver's license.

SUPERVISION RECEIVED: The Graduate Assistant receives oral and written advice and/or instructions from the Campus Visits Admissions Counselor, Assistant Director, Associate Director, and Director.