JOB DESCRIPTION
Days per week: Monday-Friday between 9am and 5pm; ideally to work mid-day shifts on selected days
Hours per week: 8-10

The Office of Admissions is seeking a graduate assistant for the 2015-16 academic year to work closely with the Assistant Director of Admissions on projects involving incoming student engagement.

Duties to include:
- Creating engaging and beautiful digital communications using email creation software such as Constant Contact, Mail Chimp or Emma
- Developing, editing, and distributing content for social media sites and web pages designed for incoming students
- Assisting in incoming student communication tracking and reporting, including keeping track of all appointments made and kept with various Institute offices in the lead-up to a student’s arrival on campus
- Facilitating communication between new students, admissions, and other offices on campus to arrange visits, meetings, and information exchanges
- Providing information as a current graduate student and peer to incoming students on a variety of adjustment and preparatory topics

SKILLS REQUIRED
- Highly detail-oriented and organized
- Strong written and oral communicator
- Highly computer and technology proficient
- Self-starter with an eye for creativity and process development

PREFERRED
- Interest in graduate student adjustment and higher education admissions
- Desire to serve as a resource and support for incoming peer students
- Digital marketing experience

TO APPLY
Office: Admissions
Supervisor Name: Alisyn Gruener
Email resume to agruener@miis.edu