The Office of Admissions is seeking 2-3 graduate assistants for the fall semester, with hopeful continuation through the spring semester, to work closely with the Assistant Director of Admissions on projects involving incoming student engagement and general office support.

Duties to include:
- Assist in incoming student communication (preparing for appointments, drafting follow-up communication emails, sending postcards, hosting google hangouts, etc.)
- Assist in incoming student communication tracking and reporting, including tracking incoming student connections on campus (i.e. CACS, Student Services, Financial Aid, IT, etc.)
- Initiate communication between new students and current students as well as with other offices on campus to arrange campus visits, meetings, and information exchanges
- Provide information as a current graduate student and peer to incoming students on a variety of adjustment and preparatory topics, including housing and the Monterey community
- Other administrative support work including answering a general Admissions email account, filing, creating and updating spreadsheets, and updating databases with student information
- Develop digital promotional materials for incoming student events such as flyers, invitations, and power point presentations
- Make connections between admitted students and Alumni Ambassadors and track communication
- Assist in creating projects to promote incoming student engagement such as virtual chats with Student Ambassadors, setting up appointments with faculty, Webinar series on careers our graduates pursue
- Each Graduate Assistant will take on a particular on-going project in addition to daily tasks. While we are flexible about the projects we currently need support with social media, alumni ambassador program, student engagement events, and developing resources for special student interest groups.
- Occasionally cover the front desk and answer incoming phone calls for the Office of Admissions

REQUIRED SKILLS
- Highly detail-oriented and organized
- Strong written and oral communicator
- Highly proficient in digital technologies, including social media, Canvas/Moodle, web and mobile apps, etc.
- Self-starter who is able to work independently and identify tasks on their own when limited communication with staff is available
- High level of professionalism and the ability to maintain confidentiality
PREFFERED
- Interest in graduate student adjustment and higher education admissions
- Desire to serve as a resource and support for incoming peer students
- Office and administrative support experience, including answering phones
- Experience with social media to engage students
- Knack for creativity and innovation

TO APPLY
Email resume and statement of interest to Alisyn Gruener: agruener@miis.edu