

North Dakota State University

Office of Admission

Graduate Assistant

With energy and enthusiasm, the Office of Admission Graduate Assistant provides support in the planning and implementing of university recruitment activities. This position requires an interest in conducting campus interviews to prospective students and their families, and the ability to plan and execute on-campus recruitment events. Other responsibilities may include responding to mail/phone/e-mail inquiries as well as other duties as assigned.

Co-Coordinate Saturday Campus Visit Events

Each year, the Office of Admission hosts weekend campus visit opportunities, called Saturday Visits, for prospective students and families. The Graduate Assistant is responsible for planning, organizing, and attending each Saturday Series event throughout the year. A Saturday Visit campus event includes a general information session, a campus tour, lunch and a specialty presentation in a specific academic area. This role will also work with partners across campus to ensure event success.

Facilitate Admission Appointments for Daily Visits

Admission appointments are conducted with prospective students and their families during their daily campus visit. A daily visit to NDSU includes a student-led tour of campus, an appointment with a faculty member in the student's area of interest, as well as an individual appointment with an Admission Representative. Examples of topics covered during the admission appointment include academic programs, admission requirements, scholarship requirements, costs, and financial aid and student organizations.

Assist with Projects

The Graduate Assistant will also have the opportunity to assist the Office of Admission with various projects. These projects vary from large campus visit days (Discover NDSU) to assisting with reports, generating post for social media platforms, receptions, publications, data entry or other important duties.

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Minimum Qualifications:

Applicants must have an awareness of and enthusiasm for NDSU programs, excellent oral, written and presentation communication skills, and event planning experience. This individual must be mature, professional, responsible, energetic, and have the ability to work effectively in a team setting.

Applicants must be graduate NDSU students with a cumulative GPA of at least 3.0. A valid driver's license is required.

Selection Process:

After a review of applications is complete, selected students will be asked to interview with the selection committee. Interviews will be conducted in late April or early May.

Compensation:

Graduate Assistants will be required to work 20 hours per week and will be compensated approximately \$9,000 for the part-time, 10-month position.

To Apply:

Please submit the attached application, additional questions, resume, and three references to Anne Johnson, Assistant Director, by end of day Monday, April 24, 2017.

For Further Information:

If you would like to learn more about this opportunity, please contact Anne Johnson at 231-5634 or anne.d.johnson@ndsu.edu.

Estimated Timeline

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|----------------|----------------------------------|
| April 24 | Application Deadline |
| April 26-May 5 | Interviews with Search Committee |
| August 7 | Begin Graduate Assistantship |
| May 11 | Graduate Assistantship Completed |

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Graduate Assistant Application Fall/Spring 2017-2018

Name: _____

Date of Birth: _____ Student ID: _____

Campus/Local Address: _____

Phone Number: _____

Permanent Address:

Graduate Academic Program: _____

Fall 2016 Semester GPA: _____

Current Cumulative GPA: _____

What classes do you plan to take during the 2017-2018 academic year? If yes, please indicate courses/credits:

Intended Graduation Date: _____

Please type your responses for questions 1- 4 on a separate page.

1. What are your reasons for seeking the Office of Admission Graduate Assistantship?
2. What three skills do you possess that would contribute to your success as Graduate Assistant in the Office of Admission? Please explain how each relate to this position.
3. How do you feel this position relates to your degree or your career goals?
4. What do you think are the major advantages of attending NDSU?

****please provide a photocopy of your driver's license, a copy of your Fall 2017 class schedule (if available) and three references when you submit your application.***

I permit the Office of Admission to verify my cumulative GPA and enrollment status at NDSU. I understand that any evidence of falsification or misrepresentation of information will result in disqualification for the Graduate Assistantship.

Signature

Date