

Graduate Assistant Job Description

POSITION TITLE: Graduate School Assistant for Recruitment

AVAILABLE: Beginning Date

DAYS / HOURS PER WEEK: 20 hours per week.

SALARY:

DESCRIPTION OF JOB DUTIES: Works directly with the Director of Information and Recruitment. Assists in the planning and implementation of outreach to local and regional minority leadership groups. Participates in recruitment trips and special initiatives. Assists at graduate orientation and graduate information sessions. May be assigned to work at the Graduate School information desk answering phones and responding to questions regarding graduate programs, registration, graduation, and individual admissions queries, run errands for the office and perform other general office duties.

REQUIREMENTS: Must be a degree-seeking graduate student in good standing of the College of Charleston. Experience with community outreach, public relations, human services or research is desired. Excellent communication skills, both written and oral, are necessary. Student must be well-organized, detail-oriented, able to work in a problem-solving capacity, and must be able to multi-task. Must be able to interact in all situations with poise, diplomacy and a pleasant personality. Must have strong computer skills and be proficient in Microsoft Office, e-mail and the internet. Must be able to maintain confidentiality.

*Note: Graduate Assistantships are awarded to full-time enrolled (9 graduate credit hours), degree-seeking graduate students who maintain at least a 3.0 grade point average..