



Missouri State[™]

U N I V E R S I T Y

The Office of Admissions is part of the Enrollment Management & Services Unit and is on the front line in recruiting new first-time new in college (FTNIC) and transfer students to Missouri State University. Graduate Assistants are treated as future professionals and our GAs will share many duties with professional admissions counselors. This position would begin with the spring semester in January 2025.

To apply for this position, please send your résumé and a cover letter explaining your interest and why you believe you are a fit for this position to Kristin Roop at KristinRoop@MissouriState.edu.

Graduate Assistant Job Description

Duties and responsibilities

- Deliver informational presentations to groups of prospective students and families.
- Host one on one meetings with prospective students and families.
- Assist with office coverage and walk-in traffic.
- Manage admissions' general email inboxes.
- Participate in phone and text message recruitment campaigns.
- Assist in the planning and execution of special admissions events (limited weekend work is required).
- Handle special projects and assignments relating to new student recruitment.
- Other duties as assigned.

Requirements:

- Excellent oral and written communication skills and a sensitivity to issues related to the retention and recruitment of a diverse student body are required.
- Commitment to providing exceptional customer service to future students and their families.
- Good organizational skills.
- Strong detail orientation.
- Ability to learn the basics of database systems, marketing tools, customer relationship management (CRM), and other software products, such as Microsoft Office is required.
- Willingness to develop knowledge of, respect for, and the skills to engage with those of other cultures or backgrounds is required.
- Enthusiasm for Missouri State and a passion for helping students reach their higher educational goals.

Organizational relationships

- Reports directly to the Associate Director of Admissions.

Terms of employment

- Must be enrolled in at least six credit hours of graduate level courses at Missouri State per semester of appointment.
- Must be able to commit to:
 - 20 hours per week in-office work time during semesters, preferably spread over five days each week, although scheduling is flexible.
 - Some weekend work is required.

Compensation

- During the spring semester, the Graduate Assistant will receive tuition remission and a monthly stipend in four equal payments. The first disbursement will be at the end of February 2025.

For more information, please contact:

Kristin Roop
Office of Admissions
KristinRoop@MissouriState.edu