



Missouri State[™]

U N I V E R S I T Y

The Office of Admission is part of the Enrollment Services Unit and is on the front line in recruiting first time new in college and transfer students to Missouri State University. Graduate Assistants are treated as future professionals and our GAs will share many duties with Admissions' professional admissions counselors. This position would begin fall semester of 2023.

To apply for this position, please send your resume and a cover letter explaining your interest in Admissions to Matt Magruder, Associate Director of Admission, at MMagruder@MissouriState.edu.

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 walk-in traffic
- Manage the general email inboxes (Info@ and Admissions@)
- 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.
- Eagerness to provide exceptional customer service
- Good organizational skills
- Willingness to learn the basics of database systems, marketing tools, customer relationship management (CRM), and other software products, such as Microsoft Office is required.
- The ability 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 Admission.

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:
 - Twenty hours per week for fall and spring semesters, preferably spread over five days a week, although scheduling is flexible.
 - Some weekend work is required.

Compensation

- During fall and spring semesters, the Graduate Assistant will receive tuition remission and a monthly stipend in nine equal payments.

For more information, please contact:

Matt Magruder
Associate Director of Admission
Mmagruder@missouristate.edu
www.missouristate.edu/admissions/
Phone: 417-836-5517