

WILLIAM WOODS UNIVERSITY
JOB DESCRIPTION

JOB TITLE:	Graduate Assistant—Admissions Office
DEPARTMENT:	Undergraduate Admissions
REPORTS TO:	Dean of Admissions

General Description: The Graduate Assistant is responsible for assisting the Admissions staff in marketing undergraduate programs and services to prospective students to increase university enrollment and visibility.

Duties and Responsibilities:

- Be knowledgeable about William Woods University by having a thorough understanding of all University programs and mission.
- Assist Dean of Admissions, Admissions Representatives and other staff members as needed.
- Assist and attend recruitment events such as, but not limited to: college fairs, alumni events, and college planning sessions.
- Give presentations about William Woods University programs to prospective students/parents, professional associations and/or local community organizations.
- Responsible for giving campus tours and meeting with families as needed.
- Represent William Woods University in a professional manner.

Knowledge, Skills and Abilities:

- Bachelor's degree required
- Must be accepted into WWU graduate degree program
- Desire to gain experience in sales, marketing or public relations
- Communicate and interact effectively with people
- Perform as a team player
- Meet tight deadlines while working with frequent interruptions
- Work independently and be a self starter
- Must be computer literate and knowledge of Jenzabar, Powerfaids, Apply Yourself preferred

Working Conditions:

- Normal office environment. Some evening and weekend hours along with travel will be required.
- Holds a valid Missouri drivers license.
- Ability to climb several flights of stairs several times each day.
- Ability to lift, push or pull up to 20 pounds.
- Ability to sit or stand for long periods.
- Ability to speak and read English fluently.
- Ability to hear.
- Ability to use a computer keyboard.

- Effective mobility skills required to move about freely and quickly in office and on campus

The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job.

Application Procedure:

Individuals interested in applying for an open position should complete an Application for Employment and a Background Check Release Form and submit it along with a resume and three professional references to:

William Woods University

Attention: Human Resources

One University Avenue

Fulton, MO 65251

Compensation:

Compensation includes tuition, room and board. This position is a 22 month position requiring 20-29 hours a week.