



GRADUATE ASSISTANT POSITION DESCRIPTION

Department: Office of Enrollment Services, Admissions

Position Title: Admissions Ambassador/ Graduate Assistant

Number of Positions Available: 1

Position Start Date: May/June

Position End Date: semester based

To Apply To This Position, Email your Resume to: Jennifer Fuller
JFULLER7@MGHIHP.EDU

POSITION DESCRIPTION:

Working within the Office of Enrollment Services, the Admissions Ambassador/Graduate Assistant(s) will:

- Assist the Office of Admission at Admissions Events (Tours, Student Chats, Webinars, Graduate Fairs, etc.)
- Serve as a scheduled resource for prospective, accepted, or incoming students.
- Host virtual campus tours. (30 - 45 min)
- Assist with recruitment efforts, lead by the Office of Enrollment Services.
- Monitor the Admissions Online Chat questions during office-hours/scheduled times.
- Provide operational support to Office of Admission/Enrollment Marketing with data entry, as needed.
- Other duties as assigned.

Training will be provided by the Office of Admission, supported by the Office of Enrollment Services.

Opportunities are available for a weekly schedule, event-specific, and night/weekend opportunities available. Some nights may be available

Graduate Assistant Salary: \$13.50 per hour