Graduate Assistant, GPEM

General Responsibilities:
The Graduate Assistants (GA) is given many of the same responsibilities as the Enrollment Advisors in the office and is expected to adhere to the same level of professionalism, friendliness, and courtesy as the full-time staff. The GA attends one week of university training prior to the beginning of the semester and is expected to gather knowledge and understanding of the procedures and standards of the GPEM office as well as the university unit(s) for which they will recruit.

Responsibilities and Duties:
- Advise prospective students via phone and email about graduate programs and the admission process.
- Meet with students individually on-campus.
- Give information sessions and tours to prospective students.
- Meet with walk-in visitors to the GPEM office, as necessary.
- Assistant in the coordination of recruitment events.
- Process application materials and update records.
- Answer the GPEM prospective student phone line and email.
- Support social media content creation.
- Other duties as assigned.

Minimum Qualifications:
- Bachelor’s degree.
- Acceptance or current enrollment in a Master's program at Loyola University Chicago.
- Excellent communication, public speaking, organizational and time management skills.
- Working knowledge of the Microsoft Suite of products and the ability to learn new computer applications including Slate and Peoplesoft products.

Time Commitment:
- 20-hours a week
- Staffing at some information sessions, and all Open House events.
- Regular work days during the week will be agreed upon by both the GA and the GA Supervisor.