The Undergraduate Admission Office is seeking applicants for the Graduate Assistant position.

Graduate Assistants (GA’s) are given many of the same responsibilities as the Admissions Counselors in the office and are expected to adhere to the same level of professionalism, friendliness and courtesy as the full time staff. GA’s attend two weeks of university training prior to the beginning of the semester and are expected to gather knowledge and understanding of the procedures and standards of the Undergraduate Admission office as well as other university departments.

This position requires the GA to work two full week days each week, Saturday mornings, and all Open House events. Regular work days during the week will be agreed upon by both the GA and the GA Supervisor, but one of the work days must be either Monday or Friday.

Daily responsibilities include the following:

- Giving presentations to prospective students and parents. Presentations are generally about an hour in length and cover in detail the admissions process as well as Loyola University history and opportunities. These sessions are designed to provide information to students as well as to welcome them and their families to the university.
- Provide individual appointments to students/parents regarding their specific questions (i.e. admissions process, applications, scholarships/financial aid, housing, etc.).
- Meet with walk-in visitors to the Admissions Office.
- Assist with answering phone calls and general information requests.
- Assist with answering emails.
- Cover the front desk as needed.

Applicants must possess a Bachelor’s Degree and have already been accepted to or enrolled in a Master’s program at Loyola University Chicago. The position requires excellent public speaking skills and organizational and time management skills.