School of Education - Graduate Admissions

Brief Description/Job Title: Graduate Assistant in the School of Education Graduate Admissions Office.

Eligibility Requirements: Candidates should possess: excellent communication skills, a customer-service orientation, and a passion for higher education. This position requires strong attention to detail, a collaborative working style, and comfort adapting to a range of computer software.

Primary Responsibilities: This Graduate Assistant will work closely with the Director of Enrollment and Manager of Graduate Financial Assistance on projects associated with recruitment and financial assistance. This position is responsible for various daily administrative tasks, as well as significant event and project work. The Graduate Assistant will have the following daily responsibilities:

- Manage the general graduate admissions email account, responding to applicants and prospective students
- Act as primary contact for phone and walk-in inquiries from applicants and prospective students
- Participate in the processing of applications and mail (primarily during busy periods)
- Schedule individual visits for prospective and admitted students

The Graduate Assistant will also be a key team member in the planning and execution of the following types of events:

- Open Houses
- Recruitment Fairs
- Admitted Student Events

The Graduate Assistant will also be expected to develop and implement at least one original project that will improve some aspect of the Graduate Admissions Office’s functioning. For example, the 2012-13 Graduate Assistant coordinated and implemented the office’s first ever “Virtual Information Session” webinar.

Weekly Time Commitment: 20 hours/week

Paid/Unpaid: Paid a stipend of $4,000 per semester.
**Application Process and Deadline:** Interested candidates should email a resume and letter of interest to Katharine Nelson.

**Contact Info for Supervisor:** Katharine Nelson, Director of Enrollment, kanelson@bu.edu.