



## JOB DESCRIPTION

<b>TITLE:</b>	<b>GRADUATE ASSISTANT for the OFFICE of ADMISSIONS</b>
<b>REPORTS TO:</b>	<b>Director of Admissions</b>
<b>DEPARTMENT:</b>	<b>Enrollment Management</b>
<b>SUPERVISES:</b>	<b>None</b>
<b>STATUS:</b>	<b>Part-Time days (with some evening and weekend hours)</b>
<b>CLASSIFICATION:</b>	<b>Administrative Staff</b>
<b>F.T.E:</b>	<b>Part Time</b>
<b>DATE APPROVED:</b>	<b>November 2018</b>

**Mission Statement:** *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

**Villa Maria College Core Values:** *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

### **POSITION SUMMARY:**

The Graduate Assistant for the Office of Admissions reports to the Director of Admissions, and plays a key role in assisting the admissions operation and recruitment communication. The position will expose the employee to all facets of the admissions process, allowing a person to gain general experience typically required to begin a full time career in admissions counseling or related work. Responsibilities include: assisting the admissions counselors in the recruitment of students, assisting with campus events, admissions data entry, management and retrieval, communication to prospective students and families, assistance with the College’s social media channels, working with student ambassadors. This position will include some recruiting of students. The GA should be energetic, able to represent the College in a positive manner, and utilize ethical sales techniques to reach prospective students. Possible travel to recruiting events, high schools, and other organizations to represent the college and recruit students.

### **ESSENTIAL QUALIFICATIONS:**

- Ability to demonstrate the following types of skills: motivation, dedication, drive, hard work, focus, passion, teamwork, and maintain a positive attitude that will promote the College.
- An earned bachelor’s Degree, enrollment in a graduate program in higher education or related field.
- Must maintain a current and valid driver’s license and have the ability drive and travel, and work a varied schedule with flexible hours including week ends when needed.
- Familiarity with admission terminology and tests.
- Strong verbal and written communication skills with effective public speaking and presentations.
- Ability to operate personal computer with Microsoft office programs.
- Ability to represent the office and the college in a professional manner.

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**ESSENTIAL FUNCTIONS:**

General environment requires employee to be flexible. This work may include hours standing and walking, including up and down stairs, moving up to 25-pound boxes, etc. Evening and weekend hours will be needed on occasion to perform work associated with this position. Ability to travel, including ability to drive, is required.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities.*

**VILLA MARIA COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**