

Job Title: Graduate Assistant

Employer Name: The Office of Undergraduate Admissions at Rider University

Department Name: Admissions

Supervisor Name: Hannah Ford, [hford@rider.edu](mailto:hford@rider.edu)

Wage/Salary: 2 graduate courses (6 credits) per Fall/Spring semester and stipend of \$15.52/hr.

Start Date: Summer 2025 (preferred) or Fall 2025

Job Description: The Office of Undergraduate Admissions is in need of a graduate assistant who will support the daily recruitment activities of the Undergraduate Admissions team and act as an extension of the admission counseling staff. Responsibilities will require the successful candidate to gain in-depth knowledge of the admission process and the University in order to assist prospective students and families through the enrollment process.

This position requires the graduate assistant to work 20 hours per week. Some weekends are required for admissions-related special events and the employee must exhibit flexibility in meeting the department's needs with these special events.

Scope of Responsibilities:

- Attending and assisting with the coordination of campus events including but not limited to:
  - Open House, Admitted Student Day, Audition Days
- GPA Calculation
  - Application file review
- Individual meetings with prospective students and families
  - Answer questions about the University and application process
- Emailing / Calling students and school counselors
- Assist with various clerical duties (mailings, etc.)

\*\* Additional Responsibilities may vary based on the evolving needs of this department and the skills of the applicant\*\*

Education and Experience: Bachelor's degree from an accredited college or university and successful admittance to a Rider University graduate program.

### Skills and Qualifications:

- Applicant must possess strong written and oral communication skills/ presentation skills
- Applicant must be highly organized with effective time management skills
- Strong attention to detail and analytical skills
- Applicant must possess a mature, professional, and positive attitude
- Ability to complete work independently and as part of a team
- Proficiency with the following software: Microsoft Excel, Word, PowerPoint, and Google Apps (Drive, Docs, Sheets). The successful candidate will be trained to use additional software and must become proficient to carry out required responsibilities.