Graduate Assistant, Admissions Recruitment and Outreach
Northern Illinois University

Office of Undergraduate Admissions: As an outreach unit for new freshmen and transfer students, the office aims to market NIU to priority student segments and enroll the most highly-qualified students possible to the University.

Department Mission: The Office of Undergraduate Admissions strives to meet enrollment objectives and market the University in a manner consistent with the vision, mission, and core values of the Division of Student Affairs & Enrollment Management.

Student Affairs & Enrollment Management Mission: In alliance with the educational mission of Northern Illinois University, the Division of Student Affairs & Enrollment Management creates student learning opportunities beyond the classroom that inspire intellectual, personal, and civic growth for leadership in a diverse and complex world.

The Position: The graduate assistant for admissions recruitment and outreach has a variety of duties critical to the daily operations of the office. This position will allow the GA to meet one-on-one with students and families as well as help counseling staff prepare for travel season, support with calling initiatives and assist in other projects as needed. This position requires the ability to learn extensive amounts of information about the admission process, academic programs, campus life and be able to convey this information to prospective students and families.

Responsibilities:

- **Time Management**
  - GA must be able to manage multiple tasks at the same time, such as, meeting with students and families, assisting with events, updating admissions material, and other projects as assigned

- **Oral Communication**
  - GA must be able to speak confidently to diverse groups of students in multiple settings such as, group presentations, one-on-one meetings with students and via phone calls

- **Problem Solving**
  - GA should be able to adapt to last-minute schedule changes and walk-in visitors

- **Administration**
  - As this position requires learning an extensive amount of information and convey that to prospective students, it is imperative to be accurate in the information

- **Leadership**
  - GA must feel comfortable working independently

- **Presentation Skills**
  - Position involves giving frequent informal presentations/talks to groups about NIU’s benefits

- **Supervision**
  - GA position has no supervisory responsibilities.

- **Professional Identity**
  - GA must be professional in words and actions even in difficult situations
Requirements:
- Admitted to NIU’s graduate school and enrolled in a graduate course of study
- Preference will be given to graduate students pursuing a degree in Counseling, Adult and Higher Education, but those pursuing in a closely related field or discipline at Northern Illinois University will be considered
- Comfortable meeting with prospective students and families
- Capable of working independently
- Able to talk with wide variety of students, parents, and others about what NIU has to offer
- Dedication and commitment to customer service
- Good oral, written and interpersonal communication skills

Qualifications:
- Experience working with students of diverse educational, racial, ethnic, and cultural backgrounds
- Thorough knowledge of NIU offerings (majors, admissions requirements, historical facts, etc.)
- Experience working independently and making decisions and without immediate guidance
- Experience making large volumes of phone calls
- Desire to work one-on-one with prospective students and families

Salary/Compensation for a 12 month, 20 hours per week position include:
- Start Date: August 16, 2016
- Salary: $1000 per month, distributed semi-monthly
- Housing in residence hall: no
- Meal Plan: no

Contact Information:
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