Graduate Assistantship Opening Undergraduate Recruitment - Enrollment Management Call Center

Primary Duties and Responsibilities:

ssist with effectively managing all components of the Call Center as well as trainings and developing students for the purpose of effectively communicating and engaging with students. In doing so, duties and responsibilities will include, but are not limited to, the following:

Student Development:

Initiate, plan, supervise, and evaluate call and text messaging campaigns consistent with goals and objectives of the Division of Enrollment Management

Display initiative in developing campaigns, assessing student needs, and effectively working with students in the Call Center

Plan and implement campuswide, division, and University campaigns

Assist in assessment, planning, implementation, and/or evaluation of assigned initiatives and projects

Oversee administrative tasks related to Call Center planning and reports Establish and maintain regularly scheduled office hours

Other:

Assist with other projects initiated and implemented by Enrollment Management

Eligibility and Additional Considerations:

Graduate assistantship appointments with Undergraduate Recruitment are for the academic year, beginning in August 2024.

MBA, Communication, English, and Informatics

in-person, on-campus

Compensation:

Compensation includes a waiver of tuition and mandatory fees, plus a monthly stipend that adheres to University minimum levels. Fall 2024 tuition waiver and stipend will be prorated to start dates after August 21.

The accompanying fee waiver does not cover 100% of the supplemental insurance fee for international students on F-1, J-1, or other non-immigrant visas.

To Apply:	
	Ruben Henderson,
Associate Director of Undergraduate Recruitment,	