Graduate School Ambassador
Recruitment Coordinator

This position is 20hrs/week and yields a 6-credit tuition waiver and $2500 stipend/semester. A successful applicant for this position will have excellent written and verbal communication skills, an open and engaging personality, and strong organizational skills. Duties generally include:

1. **Recruitment**
   - Attend and present at on-campus events (open house, job fairs, info sessions, etc.)
   - Provide assistance in running recruitment reports via *Ellucian Recruit*
   - Provide administrative assistance for recruitment activities
   - Assist in revising written recruitment materials as needed
   - Assist with organizing campus events (e.g., open house, 4+1 Forum, etc.)
   - Coordinate graduate school presentations and events with GAs in other departments
   - Work with other GA to create a listing of graduate events that should be promoted online
   - Attend off-campus events as needed

2. **Online Research**
   - Provide online research for the Graduate Dean as needed
   - Provide online research and administrative support to assist the Director
   - Provide online research and administrative support to assist the Recruiter/Advisor

3. **Graduate Admissions Assistance**
   - Run application reports via *Ellucian Recruit*
   - Maintain application information within *Ellucian Recruit* and Banner
   - Scan & Index graduate applications, etc.
   - Provide administrative and reception assistance as needed
   - Assist with applicant correspondence

4. **Documentation & Project Management**
   - Maintain the Graduate Ambassador Handbook
   - Update administrative procedures
   - Update advertising procedures for Recruitment and Open House
   - Incorporate research, projects and assessment
   - Working with the Director, identify and develop either a term or year-long project that will define his/her experience as a Graduate Ambassador.
   - Provide an end-of-term summary of accomplishments to the Director

**To Apply:** submit a resume and letter of interest to *gradschool@newpaltz.edu*