Recruitment Graduate Assistant
WVU College of Education and Human Services, Office of Student Success.

The College of Education and Human Services Office of Student Success staff meets with visiting prospective students and their families to give them information about our programs and the professional school. The Office of Student Success staff also provides comprehensive academic advising services for pre-elementary education, elementary education, pre-speech pathology and audiology, child development and family studies, and multidisciplinary studies students. Finally, the Office of Student success staff is involved in new student orientation, University open houses, and is the primary recruitment resource for the College of Education and Human Services.

General
The Recruitment Graduate Assistant will assist the Office of Student Success Program Director with the recruitment of new and transfer undergraduate and graduate students.
Responsibilities include but are not limited to the following:

1. Develops, implements, and coordinates recruitment activities within CEHS and at external events.
2. Coordinates with WVU Visitors Center for prospective students and parent visits and tours.
3. Coordinates, organizes, and implements all aspects of large, multi-departmental special events utilizing presentation and promotional materials, coordination skills with multiple entities in conjunction with University Admissions and Recruitment events such Discover and Decide WVU Days.
4. Oversees complimentary electronic and print communications to prospective undergraduate and graduate student communication plans.
5. Provides career and academic information to prospective new and transfer students utilizing specific knowledge gained of the college’s, educational programs and degrees.
6. Advisor for the CEHS Student Ambassadors. Trains and assists Ambassadors in the process of educating students and families concerning admissions requirements, and College policies and procedures.
7. Responds to inquiries from prospective undergraduate and graduate students.
8. Utilization of Salesforce CRM software to move students through the admissions and enrollment funnel.
9. Performs miscellaneous job-related duties as assigned.

Knowledge, Skills and Abilities Required
- Ability to gather data, compiles information, and prepares reports.
- Ability to make administrative/procedural decisions and judgments.
- Demonstrated ability to organize information and schedule activities.
- Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
- Ability to use independent judgment and to manage and impart confidential information.
- Ability to develop and deliver presentations.
- Ability to work effectively with diverse populations.
- Ability to communicate effectively, both orally and in writing.
- Skill in the use of computerized database programs.
- Ability to provide leadership and guidance to administrative support staff and/or students.

Required Qualifications
- WVU College of Education and Human Services student enrolled full-time, and in good academic standing, in either the MA or Ed.D Higher Education Administration program.
- A valid driver's license.
- Ability to travel by vehicle locally, statewide, and out-of-state.
- Ability to work hours that complement the work schedule of current staff and peak times in the CEHS Office of Student Success.

CEHS G.A. Application: http://cehs.wvu.edu/grad/ga-positions