



## **JOB DESCRIPTION 2022-2023**

### **GRADUATE AND PROFESSIONAL ADMISSIONS**

**Title:** Graduate Assistant for Graduate and Professional Admissions

**Reports to:** Associate Director of Recruitment, Graduate and Professional Admissions

#### **General Responsibilities and Expectations**

The Graduate Assistant works under the supervision of the Associate Director of Recruitment at Graduate and Professional Admissions. It is an 8 month (15-20 hours a week) position that works to assist prospective graduate and professional students in the application process for the CCSD Program. This position also assists other Admissions Representatives with their programs, provides campus tours, and collaborates with other offices to provide a professional and positive experience to prospective graduate and professional students. The primary focus of this position is to provide excellent customer service to prospective students, to recruit those prospective students into one of APU's graduate and professional programs, support the office's mission as a whole, and to expand knowledge and experience to be better equipped in a career in Higher Education. Other special projects and assignments are given at the discretion of the Associate Directors or the Executive Director of Recruitment.

The Graduate and Professional Admissions office serves as a representation of Azusa Pacific University's mission and faith statements. **It is expected that the Graduate and Professional Admissions Graduate Assistant reflects the beliefs, morals and values of Azusa Pacific University in their personal and professional life and adheres to the APU faculty and staff "What We Believe" statements, as articulated on the website: [apu.edu/about/believe/](http://apu.edu/about/believe/).**

#### **Specific Duties**

- Admissions Representative for the College Counseling and Student Development Program
- Provide campus tours to prospective graduate and professional students
- Provide backup to other Admissions Representatives as needed
- Special projects as assigned
- Represent Graduate and Professional Admissions at graduate fairs and events

## **The GA will gain experience in the below CCSD competencies**

1. Well defined moral, ethical, and spiritual compass
2. Leadership
3. Effective campus and community relationships
4. Quality programming
5. Counseling and advising
6. Legal and ethical issues
7. Pluralism, inclusion, and social justice
8. Managing conflict and crisis
9. Technology

## **Skills Required**

1. Strong interpersonal and communication skills
2. Self-starter with strong sense of initiative, able to work independently
3. High level of intercultural competence and experience
4. Writing and reporting skills at a professional level
5. Strong organization and management skills
6. Collaborative leadership style
7. Strong networking skills
8. Moral and ethical values that align with the mission of Azusa Pacific University
9. A strong sense of ethics and confidentiality related to higher education and the ability to uphold the policies of the admissions process
10. Expertise in customer service
11. Professional representation of Azusa Pacific University

## **Weekly Breakdown of Hours**

- 3 hours: Weekly staff meetings and one-on-one meetings with supervisor
- 1-2 hours: Outreach tours and events
- 13-15 hours: Office hours

## **Special Notes**

- Strong preference for GA who can be present in the office every workday (M-F) to best serve students.
- Flexible start and finish date. Preference is for a later start (mid-late September) and extension of the contract into the summer. Ideally, less hours will be worked in September/October (15) and more (20) as the recruiting/application season picks up (November-March.)
- Being a front-facing office, it is expected that the Graduate Assistant reflects the beliefs, morals and values of Azusa Pacific University in their personal and professional life and is able to comfortably articulate those beliefs, morals, and values to prospective students verbally and in writing.