



<b>Department:</b>	Office of Admissions
<b>Position:</b>	Graduate Assistant
<b>Hours/Week:</b>	18-20 hours/week
<b>Contract Dates:</b>	August 1 – May 15
<b>Supervisor:</b>	Brittany Tierney
<b>Supervisor Contact:</b>	<a href="mailto:bmtierney@eiu.edu">bmtierney@eiu.edu</a> or 217-581-7520
<b>Benefits:</b>	\$1,000/month

### Duties and Responsibilities:

1. Recruit freshman and transfer students in assigned recruitment territory via high school and community college visits and college fairs. Implement strategic recruitment strategies that will provide a positive return on investment and that are in line with the institution's enrollment goals.
2. Provide superior follow up communication to external stakeholders, including prospective students, counselors, faculty, and staff, via myeiu, phone calls, sms messaging, and emails.
3. Continually track territory data through the recruitment cycle and provide timely reports to your supervisor regarding fall and spring travel documentation and progress on weekly recruitment assignments.
4. Provide highly effective admission counseling to prospective students and families in person and through telecounseling.
5. Interpret admissions policies and enrollment procedures and effectively communicate the core benefits of EIU during informational presentations to visitors and through participation on-campus events.
6. Oversee our Student Ambassador Program.
7. Complete other duties as assigned by your supervisor and/or Director of Admissions, including assisting with #FuturePanther Tailgate, Honors Visit Day, Open Houses, Admitted Student Days, etc. Data should be tracked for each duty and timely analysis reports presented.
8. Exhibit outstanding customer service at all time with both internal and external stakeholders, including EIU colleagues, administrators, staff, and prospective students.
9. Attend staff meetings and recruiter meetings and participate in office initiatives with a willing and team-oriented attitude.
10. Research best practices and new practices within the Admissions field relating to recruitment of new freshmen and transfer students.
11. Demonstrate the ability to embrace change and operate professionally within a changing work environment.
12. Work occasional nights and weekends.

**Special Qualifications:**

- Strong interpersonal and communication skills
- Ability to communicate effectively in writing
- Ability to problem solve