

NORTHERN MICHIGAN UNIVERSITY

Student Job Description

TITLE: Graduate Administrative Assistant – College of Graduate Studies & Research

COMPENSATION: \$17.55 per hour, 8 credits of tuition/semester, plus 3 meal swipes a week; 20 hours/week

BASIC FUNCTION AND RESPONSIBILITY:

The Graduate Administrative Assistant works in the College of Graduate Studies & Research (GS&R) under the Assistant Director of Graduate Student Affairs. Essential duties include facilitating GS&R events and communications, assisting with marketing and recruiting efforts, graduate student campus visits and event registration, and maintaining contact lists for the GS&R.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- This position will work with Graduate Office staff to plan, promote, and execute events sponsored by the GS&R (i.e. 3MT, Celebration of Student Scholarship, Workshops, etc.)
- Participate in daily office activities and procedures such as answering the phone, scanning, filing, and varied correspondence.
- Create events and manage communication in The Hub.
- Create and post social media content.
- Manage member engagement, outreach and meeting coordination for the Graduate Student Association, and be a liaison between the GSA and ASNMU
- Manage individual prospective graduate student visits by sending communications, and developing an itinerary in coordination with faculty program director and graduate student program ambassador.
- Assist the Director of Graduate Enrollment Management & Marketing (GEM&M) with group campus visit events.
- Compile data and develop visual aids for campus presentations, under the guidance of GS&R staff.
- Develop contact lists for marketing individual graduate programs.
- Create and send communications to prospective graduate students under the guidance of GEM&M.
- Maintain and update the College of Graduate Studies & Research website.

- Graduate Studies & Research office coverage.
- Perform other duties as assigned by the Assistant Director of Graduate Student Affairs.

SUPERVISION RECEIVED:

Assistant Director of Graduate Student Affairs

FUNCTIONAL SUPERVISION EXERCISED:

Work closely with members of the CGS&R team, including undergraduate student workers.

MINIMUM QUALIFICATIONS:

- Accepted into an NMU graduate program without conditions.
- Must meet all the NMU graduate assistantship guidelines and requirements.
- Bachelor's Degree.
- Experience working in an office setting.
- Demonstrated ability to relate well with students. Exceptional written and verbal communication skills, including the ability to present to large groups of people.
- Strong data management and organizational skills. Technology experience: Google Office suite, Microsoft Office, Adobe, Social Media platforms.
- Ability to manage complex data sets with high attention to detail.
- Ability to handle confidential information.
- Ability to work independently.

1/28/22

3/25/22

3/17/23

3/8/24