

GA Position: Canfield Business Honors Program

Position Title: Graduate Assistant for Canfield Business Honors Program, McCombs School of Business

Number of vacancies: 1

Length of Position: Fall 2021-Spring 2023 (2 years, not including summers)

Hourly Wage: \$15 per hour (approximately \$1200/month)

Hours: 20 hours per week, in office as well as remotely, some weekends/evenings for events on occasion

Benefits: Health benefits available

Duties Include:

- Main job duty: Reading freshmen applications and attending review committee meetings, high traffic times in fall to early spring
- Aiding the Strategic Enrollment Coordinator and Recruitment Coordinator in scheduling committee meetings and reviewing admissions goals and timelines
- Assisting the Recruitment Coordinator with prospective student sessions and answering prospective student questions
- Reviewing past and current applicant data for trends in student populations
- Assisting with scholarship tracking and data analysis
- Reviewing and assisting with updates to marketing materials to prospective students and the program's website
- Assisting with the day to day supervision of the program's peer advisors
- Attend Canfield BHP team meetings and BBA team meetings
- Reviewing yield data and working with the Strategic Enrollment Coordinator on yield goals
- Assisting with incoming student events such as Leadership Kickoff and the Sophomore Admit Dinner
- Assisting with yield event, Discover Canfield BHP
- Shadow advisors during advising sessions and aid in advising Texas CSB student population

Working Conditions:

- May work around standard office conditions, desk assigned in common area and shared office space on occasion.

Benefit to Student:

This position is an excellent opportunity for a graduate student who is interested in honors programming, admissions for specialized programs, advising, and event planning. The GA will enhance and/or acquire the following skills/knowledge:

- Gain knowledge in honors student programming for incoming students to build community.
- Gain insight into the recruitment, application, admissions, and yield cycle for undergraduate students.
- Develop skills in supervision of student employees and best practices.
- Apply critical thinking to time management, decision-making, and event planning.
- Develop verbal and written communication skills in a professional setting.
- Learn about student advising for specialized programs such as the dual CSB degree.

Applicant Requirements:

- Must be enrolled graduate student (taking at least 9 hours). Preference will be given to Master's students in the College of Education's Higher Education Administration program.
- A desire to work with honors students throughout their recruitment, admission, and completion of the program.
- Preference towards those with experience working with college students.
- Commitment to higher education equity and diversity.
- Demonstrated ability to work with a team and autonomously.
- Comfortable with multiple deadlines and working on projects without daily supervision.
- Familiarity with Microsoft Office Suite.
- Strong written and verbal communication skills.
- Flexibility in weekend and evening hours when needed.