



**Indiana University of Pennsylvania
Office of Undergraduate Admissions
Graduate Assistant for Undergraduate Admissions**

The Graduate Assistant for Undergraduate Admissions provides support for Undergraduate Admissions recruitment initiatives. Responsibilities include:

- Providing assistance to domestic applicants completing the undergraduate application process
- Addressing prospective student questions via phone and email about general undergraduate admission requirements and requirements specific to an individual's application
- Providing support for Undergraduate Admissions programs and events, including but not limited to: Promising Scholars, Sutton Scholar Volunteers, Open Houses, and Experience IUP Days (admitted student days)
- Representing IUP at high school visits and college fairs (as schedule permits)
- Presenting at programs, including daily weekday visitations
- Assisting with the hiring and training of student tour guides
- Providing support for projects assigned by Undergraduate Admissions staff - including focus groups, special visitation groups, etc.
- Providing research support for assigned projects (e.g. communication flow, competitor research)
- Other duties as assigned

Candidates must possess the following skills:

- Strong critical thinking
- Attention to detail
- Strong written and verbal communication skills
- Ability to provide friendly customer service
- Ability to work with integrity and to exercise applicant and student record confidentiality
- Ability to work independently and with a team

Assistantship hours will typically be scheduled between 8:00 a.m. - 4:30 p.m., Monday – Friday, during the academic year. Some weekends are required (approx. 4 weekend days per semester) to assist with large recruitment events.