Department/Position: Enrollment Management Graduate Assistantship

Appointment Date: February 17, 2019 – May 10, 2019

Hrs. per week/Wage: 15 hrs./$8.55 per hour (or current minimum wage)

Specific hours required:
Monday - Friday Between 9:00 AM – 5:00 PM
3 Sunday Events

Job Description: The Enrollment Events Graduate Assistant will focus on supporting the events and promotion efforts for all areas of Enrollment Management and Student Success. The key responsibility of this role is to complete projects that keep the flow of information going on a daily basis, as well as being an influencer in reaching event venues and fellow students as a direct link to the student community.

Responsibilities:
1. Work with the Assistant Director of Enrollment Events to assist in producing events and communications that support undergraduate admission enrollment goals.
2. Assist with designing and developing promotions and campaigns for publications, digital technology, social media, etc., aimed at increasing awareness to prospective and current Xavier students.
3. Promote all areas of Enrollment Management and Student Success which includes more than ten departments that support prospective and current Xavier students.
4. Write email and text message communications.
6. Collaborate with the Assistant Director of Enrollment Events to develop an inclusive communication strategy including email communication, direct mail, social media, text message, etc.
7. Provide support with event planning, event execution and event promotion as needed.
8. Attend Enrollment Events to provide day-of event support.
9. Other duties assigned by the Assistant Director of Enrollment Events.

Tuition Remission: Spring 2019: Prorated from 6 credit hours (partial semester – exact amount will depend on start date)

Remission rate not to exceed current MA/MS rate of $650.00 for 2019-20

Hiring Supervisor: Kelly Akers

Mailing Address: Xavier University
Attn: Kelly Akers
3800 Victory Pkwy.
Cincinnati, OH 45207-5131

Email Address: akersk@xavier.edu

Application Instructions: Please email a completed application, resume, and writing samples (details found on the following page), to Kelly Akers at akersk@xavier.edu no later than Sunday, February 16, 2019 to be considered for the position.
Writing Samples Instructions: Interested applicants are asked to submit three writing samples. Writing samples should include:
1. Encourage prospective undergraduate Xavier students to attend an open house where they can learn more about Xavier.
2. Encourage admitted undergraduate Xavier students to make their commitment (submit their deposit).
3. Encourage current Xavier undergraduate students to attend an off campus event where Xavier will be coming to their city.