GTU
STUDENT EMPLOYMENT OPPORTUNITY/
JOB DESCRIPTION

Posting date: 10/04/2021
Department/Organization: Marketing, Strategy, and Enrollment
GL Account Funding #: 10-01000-10-42-0010-51512 or 51511
Status: Non-exempt, part-time
Supervisor: Senior Director for Financial Aid and Enrollment
Job title: GTU Admissions Representative

Job Description:
The GTU’s Admissions Representative provides a knowledgeable, friendly, and welcoming point of contact to prospective students and applicants of the GTU. This person performs the following tasks:

- Responds to messages from prospective students through a variety of modalities, including but not limited to website, phone, e-mail, and mail
- Tracks communication with prospective students, using tools such as GTU inquiries received through website, advertising, social media, and YouVisit CRM
- Receives visit requests and coordinates visits for prospective and admitted students, arranging housing, and working with the visitor to create a schedule of meetings and classes
- Provides a welcoming presence to all Admissions visitors, answering questions and assisting visitors with simple tasks and directions
- Provides a primary point of contact during visits, including meeting with prospective students and being available via e-mail outside of office hours on occasion, to support visitors and answer questions
- Prepares information packets for visitors
- Prepares mailings with GTU promotional materials, such as viewbook and brochure inserts, for prospective students
- Prepares mailings for admitted students
- Assists the Assistant Director for Recruitment and Admissions with planning and implementation of key events throughout the recruitment cycle, such as Admissions Recruitment Fairs (Fall and Spring), Admitted Students’ Day, Orientation (Fall and Spring), etc.
- Follows up with past visitors, applicants, and prospective students on a regular basis and tracks the percent of visitors who apply, are admitted, and enroll in GTU programs
- Facilitates application process for Fall and Spring MA and Fall Doctoral applications by filing application materials, entering information into database, tracking missing application materials, and communicating with applicants
- Reads all application materials and notes potential problems, communicating with other admissions staff
- Supports recruiting efforts as needed
- Additional duties as assigned

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A welcoming, helpful, and diplomatic demeanor in dealing with a wide range of people
- Sensitivity to linguistic and cultural barriers to communication
- High fluency in English, verbally and in writing
- Knowledge of GTU programs of study and member and affiliate schools, and centers
- Ability to maintain confidential student information

Updated 10/01/2021
- Basic knowledge in computer programs such as Word, Excel, Outlook and Adobe Acrobat Pro DC
- Ability to learn database entry and communications management in SONIS Student Information System
- High level of organization and attention to detail
- Commitment to teamwork and communication
- Ability to walk around campus for prospective student events
- Lifting & Carrying - Ability to lift and carry up to 20 lbs. for event set-up
- Bending - ability to bend/stoop as needed
- Pushing/Pulling – Ability to push/pull hand cart with equipment & event supplies.
- Hearing - Ability to hear verbal communication
- Speech - Clear speech is required to interact with others as an essential part of the job
- Manual dexterity - Ability to use computer keyboard/mouse
- Must be available to work outside of regular business hours at times

**Hours per week:** 15-19, with maximum availability required during peak period of November - February

**Date job is to begin:**

**Hourly rate:** $16.32

**Preferred workdays:** Generally flexible. Prefer candidate who will be present in mid-December and January for the PhD application rush

**Application process:** Candidates should submit by email to admissions@gtu.edu, a brief cover letter and brief CV or resume

**Application Deadline:** Review of applications will begin on October 11, 2021 and will continue until the position is filled