Graduate Assistant for Admissions and Financial Aid

POSITION SUMMARY
The Office of Admissions seeks applicants for the position of Admissions and Financial Aid Graduate Assistant. This position will work to meet the enrollment goals of the institution through a comprehensive, student-centered approach including working with campus events, the daily visit experience, the Call Center, and the Welcome Center.

KEY JOB ELEMENTS
- Assist in recruiting students through personal, email, and phone communication
- Assist in leading student workers at the Geaux Center, Welcome Center, and Call Center
- Assist in coordination of daily visits and campus events
- Communicate and collaborate with campus and community constituents
- Perform all other tasks necessary to accomplish responsibilities and enrollment goals.

POSITION REQUIREMENTS
- Be enrolled as a full-time graduate student at Louisiana State University (Baton Rouge campus) and have an intended graduation date of no earlier than May 2021
- Possess excellent oral and written communication skills and time management skills
- Must have a good driving record
- Maintain confidentiality
- Be detail-oriented and able to follow-up and follow-through with minimal supervision
- Have experience working with high school students and mentoring and supervising undergraduate students
- Possess basic computer skills to include MS Word, Excel, PowerPoint, and other related programs
- Be well-organized and able to multi-task as needed as well as problem-solving

This position requires 20 hours per week during the semester, and more during the summer with some evenings and weekends required week before and during events.

To apply please submit a current resume (including an email address and cell phone) and list of references as part of your application to Lexi Hardman, Assistant Director, at hardman1@lsu.edu.