

**Center for Graduate Studies**  
**GRADUATE ADVANTAGE POSITION (GAP)**  
**Graduate Enrollment Assistant**

The Graduate Enrollment Assistant will support key functions of graduate enrollment, with a primary focus in the recruitment of future graduate students and support of current graduate students for SUNY Potsdam's masters programs. Primary responsibilities will include supporting local recruitment and outreach, and working with projects to enhance the overall graduate student experience.

**Position Qualifications:**

Participate in on campus and/or local recruiting activities and conduct outreach to prospective students.

- Administer and coordinate online profiles of all graduate programs and ensure that all content is relevant and up-to-date.
- Maintain the prospective student database
- Maintain social media and web-based platforms to share the student experience (i.e. blogs, ambassador programming, social media, etc.)
- Assist with student programming/workshops/seminars, etc.
- Develop an online support portal for current graduate students
- Special projects and duties as assigned in support of all graduate enrollment management functions.

Interested candidates should submit an application through the Center for Graduate Studies by **June 30, 2017**.

All questions about the position should be directed to Annette Kelley, at [graduate@potsdam.edu](mailto:graduate@potsdam.edu) or 315-267-2165.

**Submit application to:**

Center for Graduate Studies  
Raymond 206  
(315) 267-2165  
[graduate@potsdam.edu](mailto:graduate@potsdam.edu)  
[www.potsdam.edu/graduate](http://www.potsdam.edu/graduate)

**Information:**

Annette Kelley  
Secretary  
Raymond 206  
(315) 267-2165  
[graduate@potsdam.edu](mailto:graduate@potsdam.edu)