Center for Graduate Studies
GRADUATE ASSISTANT (GA)

Job Summary

The Graduate 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 master’s programs. Primary responsibilities will include supporting local recruitment and outreach, and working with projects to enhance the overall graduate student experience. Creativity and entrepreneurialism are highly encouraged to accomplish tasks and meet goals. This role requires a high degree of flexible customer-centered service, as well as an in-depth knowledge of all SUNY Potsdam master’s degree programs.

Position Qualifications

- Coordinate and administer several on-campus and/or local recruiting activities
- Coordinate online profiles of all graduate programs and ensure that all content is up-to-date.
- Maintain the prospective student database and conduct outreach according to established communication plans through the CRM system, phone e-mail, etc.
- Meet with prospective students and facilitate scheduling of visits and meetings with professional staff
- 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.
- Special projects and duties as assigned in support of graduate enrollment management functions.

Interested candidates should submit an application through the Center for Graduate Studies by July 1, 2019.

Total Compensation is $11,320 tuition remission (full in state tuition) and $3,000 annual stipend.