Graduate Student Assistant Position
1 YEAR APPOINTMENT
Fall 2022 through Spring 2023
Position start date August 1

Position reports to:
Director of Graduate Recruitment and Diversity Retention
Graduate School

The Graduate School provides administrative and scholarship support, professional development and student academic services for graduate students at the University of Louisville, as well as serving as the enrollment unit for students in graduate programs. We are seeking to award a graduate assistant for the 2022-2023 academic year to a student who will work in The Graduate School and collaborate with the Director of Graduate Recruitment and Diversity Retention to assist in coordinating events, data entry, and recruitment efforts.

Skills Required
- Ability to create metrics for program assessments
- Analyze and create statistical data to configure reports on recruitment and retention
- Must be able to use descriptive statistics to analyze programs and trends
- Proficiency with using Microsoft Office and experience using other tech software i.e. Adobe Creative Cloud
- Comfort and general understanding of social media, particularly Facebook, Twitter, and Instagram
- Ability to produce graphic design materials for campus-wide distribution
- Ability to manage several projects simultaneously and to meet deadlines with limited errors
- Strong oral, written and interpersonal communication skills
- Strong attention to detail is required
- Able to work independently, quickly and efficiently
- Able to follow directions with limited assistance
- Must be able to follow administrative systems without being directed
- Must be highly organized

Sample Work Assignments to be performed
- Maintain and compile prospective student data for follow-up emails distribution of university and department materials
- Provide support and logistic/planning assistance before and during programs and events i.e. Graduate student orientation, graduate visitation days/open house programs, doctoral hooding ceremonies, admissions programs, Celebration of Excellence in Diversity graduation event, and other unit events as needed
- Compile and analyze student evaluations from programs/events
• Maintain a Director of Graduate School Directory and note changes as they occur
• Provide administrative support and programmatic assistance with graduate student organizations such as the Multicultural Association of Graduate Students (MAGS) student lead organization that serves underrepresented graduate students
• Create and contribute written content for “The Advocate” a diverse graduate student newsletter
• Provide assistance with event planning, communication and organization of graduate student ambassadors
• Provide administrative support including data entry and analysis
• Support departmental processes related to student recruitment including contacting prospective students, conducting campus tours and orientation activities, and delivery of presentations
• Engage in literature searches for publication projects
• Maintain an academic program directory that notes program deadlines and requirements for prospective students
• Maintain & create content for social media pages

Work Requirements

Must be enrolled as a full-time student in a University of Louisville graduate program (master’s or doctoral). Commitment to work 20 hours per week in the position. Student must be available to work weekdays largely in office between 9a-4:30p (hybrid schedule, up to 1 day a week remote likely beginning FALL 2022). Schedule may be adjusted during weeks of evening or weekend programming. The Graduate Assistant will earn a stipend, health insurance and full tuition. The stipend amount will commensurate with the funding level established for the graduate program of enrollment.

To Apply

Submit a resume or curriculum vitae and one letter of reference from a faculty member or former supervisor to Dr. Tamekka Cornelius, Director of Graduate Recruitment and Diversity Retention, The Graduate School (tamekka.cornelius@louisville.edu).

Priority Deadline: Friday July 15, 2022

Award Commitment: One year (Fall 2022 and Spring 2023)

Position Start and End date: August 1st, 2022-June 1st, 2023 (if applicant is a Ph.D. student, position time may extend to July 31st, 2022).