Position Title:
Graduate Assistant – International Admissions
Georgia Southern University

Position Description:
Support the recruitment and enrollment of international undergraduate students to Georgia Southern University by assisting the Assistant Director of International Admissions. Responsibilities include corresponding with prospective students by telephone, e-mail, and in person; assisting with event planning and implementation; representing international admissions with on-campus departments; managing data; advising international student organization; managing and completing special projects as assigned.

Minimum Requirements:
Full-time graduate student at Georgia Southern University; a demonstrated commitment to international education; proficiency with PC and Microsoft Office applications, including word processing, spreadsheet and databases; ability to make decisions based on critical and analytical thinking; research skills; effective cross-cultural communication skills (verbal and written), time management, organization, and human relation skills; willingness to learn and relate to diverse populations; enthusiastic and collaborative team-player.

Preferred Qualifications:
Previous experience working in higher education; proven ability to multi-task and set priorities; knowledge of campus resources and campus policies; a positive self-starter who can work alone and in teams; flexibility; an understanding of the international student experience.

Job Responsibilities:
Job responsibilities will include but will not be limited to the following tasks:

- Meet with international and transfer visitors as needed
- Assist with reports and data management
- Assist with transfer related events
- Assist with international student recruitment
- Prepare and coordinate international recruitment trips
- Manage enhancements to the admissions website
- Compile student profiles and contact information
- Make phone calls to prospective students
- Data entry
- Assist with International Ambassadors
- Respond to emails from international students
- Liaise with International Student Programs & Services Office
- Assist with general office tasks
- Work multiple weekend events including open houses and scholarship events