



**University
of Dayton**

Enrollment Management Graduate Assistant Program – New Markets for Admissions

Overview

The Graduate Assistant (GA) for New Markets for Admissions within the Enrollment Management division at the University of Dayton will work with the Assistant Vice President, New Markets for Admissions and the Director of Strategic Programs in New Markets to assist with various undergraduate recruiting efforts and programs. The GA selected for this position will specifically assist with the Flyer Promise Scholars program, especially the Summer Flyer Promise Experience. The Flyer Promise Scholars consist of incoming, first year undergraduate students from underrepresented populations who have been selected to receive a scholarship from UD, as well as a commitment from the university to receive access to resources to support student success. The Flyer Promise Scholars are required to participate in a residential, on-campus summer bridge program prior to beginning their fall classes. The GA selected for the position will work from the fall 2019 semester through the summer 2020 semester, which includes the summer bridge program.

Responsibilities

- Primary responsibilities include assisting with the creation of the summer bridge program as a member of the Flyer Promise Steering Committee, assisting with the logistics and programming content of the summer program.
- The GA will be a primary point of contact for students identified as Flyer Promise Scholars and will communicate on a regular basis with FPS students regarding updates and next steps in enrolling at the University of Dayton.
- The GA will be responsible for coordinating all on campus events for Flyer Promise Scholars such as our financial aid night, interview process, discovery workshops etc.
- The GA will serve as the primary contact for New Markets to the Office of Admission and Financial Aid's Campus Visit and Events staff, working with those staff members to create on- and off-campus recruitment programming for prospective students that fall within the purview of New Markets.
- In cooperation with the Campus Visit staff, as well as the staff of the Office of Multicultural Affairs, the GA will schedule group campus visits with college access organizations and other community-based groups to bring prospective students to tour and visit campus and interact with the New Markets staff members.
- For most of the time in this position, the GA will work during normal business hours (8:30 am to 4:30 pm Monday-Friday), and will work approximately 20-35 hours a week, with working hours flexible depending on the GA's course schedule.
- During the summer bridge program for the Flyer Promise Scholars program, it is expected that the GA will be present for all formal programming (which could include some evening and

weekend work) and will make sure all programming during the summer program goes on as planned.

- During the summer bridge program, the GA will serve as the primary point-person in the day-to-day maintenance of the summer program, and will ensure that the Flyer Promise Scholars follow the itinerary of the summer program.
- During the summer bridge program, the GA will supervise a group of undergraduate students who will serve as student advisors to the Flyer Promise Scholars.
- The GA may participate in professional development opportunities, such as workshops, seminars, and other learning opportunities with the New Markets staff, as applicable.
- The GA will be responsible for coordinating and scheduling appointments for Flyer Promise Scholar Students with key constituent groups around campus as well as the New Markets staff as issues and concerns rise.
- The GA will be responsible for collecting survey results from Flyer Promise students to share for assessment purposes.
- Other duties as assigned to fulfill the responsibilities of the position.

Minimum Qualifications

Must be a currently enrolled graduate student in good standing at the University of Dayton; Must have a valid driver's license; Preferred qualifications include supervisory experience, program management experience, and experience working with underrepresented student populations.

Remuneration

- Competitive stipend.
- Tuition assistance while participating in the GA program.
- Meals during summer bridge program will be provided.
- Costs for certain activities during summer bridge program (i.e. King's Island, Scene 75, etc.) will be covered.

For more information and to apply for this position, contact:

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-OR-

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