

**The undergraduate admission office is seeking applicants for a graduate assistant position.**

Graduate Assistants will be given many of the same responsibilities as the Admissions Counselors in the office and are expected to adhere to the same level of professionalism, friendliness and courtesy as the full time staff. GA's attend two weeks of University training prior to the beginning of the semester and are expected to gather knowledge and understanding of the procedures and standards of the Undergraduate Admission office as well as other University departments.

Daily responsibilities will include

- o Giving presentations for prospective students and parents. Presentations are generally about an hour in length and cover in detail the admissions process as well as Loyola University history and opportunities. These sessions are designed to provide information to students as well as to welcome them and their families to the University.
- o Provide individual appointments to students/parents regarding their specific questions (i.e. admissions process, applications, scholarships/financial aid, housing, etc.)
- o Meet with any walk-in visitors to the Admissions Office
- o Assist with answering phone calls and general information requests
- o Assist with answering emails.
- o Cover the front desk if needed.

Applicants must possess a Bachelor's Degree, and be accepted into the Master's program at our University. The position also requires excellent public speaking skills, organizational and time management skills.