

**GRADUATE ASSISTANTSHIP
GRADUATE ADMISSIONS OFFICE
2023-2024 Academic Year**

The Graduate Admissions Office of the State University of New York at Geneseo offers a graduate assistantship to a highly qualified, motivated student enrolled in one of the college's master's degree programs. The details of the Graduate Admissions assistantship are:

1. Applicants should be eligible for admission to one of the master's level programs at Geneseo. Please consult the SUNY Geneseo Graduate Admissions website for admission requirements.
2. This assistantship requires full-time study at the master's degree level. This award is normally for one academic year beginning in the fall semester. The recipient usually receives a stipend of \$8,247. A tuition waiver is not included with the assistantship.
3. The assistantship will require the student to work 20 hours per week. A work assignment in the Graduate Admissions Office includes assisting the Director of Graduate Admissions with the:
 - management of prospective student pool
 - meeting with prospective students
 - organization of on-and-off campus information sessions
 - recruitment of students at recruitment events (fall and spring semester, on-and-off campus)
 - management of direct mail to prospective students
 - management of the communication plan
 - management of digital advertising campaigns
 - management of the Graduate Admissions website
 - revision and reprinting of office collateral
4. Applications must be received by April 1, 2023. Please inquire before submitting a late application.
5. A candidate will be selected by May 1, 2023.

Please submit your application and direct any inquiries to:

Mr. Michael R. George, M.S.
Director of Graduate Admissions
SUNY Geneseo
Office of Admissions
1 College Circle, Doty Hall 200
Geneseo, NY 14454
georgem@geneseo.edu

To apply, submit a letter of interest and resume. Your letter of interest should elaborate upon your experience performing the responsibilities listed under #3 above. Share your work experiences in an office environment and your skills using the Microsoft Office Suite (Word, Excel, PowerPoint), Google (Docs, Sheets, Slides), web editing software (Drupal preferred), student information systems (Banner preferred), CRM (Slate preferred), event management software (Event Management System EMS preferred), and the various social media platforms (Instagram, Facebook and LinkedIn preferred).

Your resume should highlight your educational and work history. Please include current contact information, including mailing address, email, phone number, and at least one professional/academic reference with contact information.