Office of Student Services and Communications; Dean’s Office, College of the Arts (CART)

Title: Program Assistant

Location: Morehead Hall 243

Job Type: Graduate Student Worker

Days Needed: M-F, (four days a week pref, TBD)

Job Description:

The Student Services and Communications unit, based within the Dean’s Office of the College of the Arts (CART), is seeking a part-time Graduate Student Worker (GSW) to assist with initiatives that support student services, recruitment and communications within the college. Under the direction of the College of the Arts (CART) Assistant Dean and with supervision from the Student Services / Recruitment Coordinator, the Program Assistant will support day to day office functions in regards to student services programming, events planning, data maintenance and related communications and research.

The ideal candidate will be able to work approx. 16-20 hours per week, preferably four days per week, including an occasional night or weekend, if needed. Priority will be given to students in their first year of graduate studies.

Primary Responsibilities:

- Provide administrative assistance to the Assistant Dean and Student Services Coordinator; and, where applicable, other personnel within the unit.
- Interface with students and faculty seeking Student Services support. Respond to student inquiries (answering questions by phone and email, sending information packets.)
- Conduct research to support the development and expansion of student services and recruitment initiatives.
- Help generate and disseminate communications, including assessment reports, letters, and fact sheets.
- Provide support to marketing initiatives, including e-blast campaigns and PowerPoint presentations.
- Assist with re-enrollment and recruitment phone campaigns. Develop stakeholder mailing lists and student information database.
- Help prepare for student events, including coordinating with faculty/staff representatives, organizing and disseminating materials, and assessing events outcomes.
- Coordinate college scholarship procedures (processing applications, handling correspondence and preparing for panel meetings.)
- Schedule and prepare information for meetings; handle expense and travel reports, mail sorting, filing, copying, and faxing, as needed.
- Process academic monitoring forms and address student inquiries regarding status of submitted forms.
- Maintain office supplies and equipment, serving as point of contact for general maintenance.
- Assist with supervising undergraduate student worker(s) as needed.
- Other duties as assigned and/or utilization of special skills such as writing, technology, counseling, marketing and/or graphic design to support the broad mission of the unit.
Qualifications:

- Bachelor’s degree
- Minimum two years’ experience working in an office setting, ideally in a higher education environment. Experience in marketing, planning events and/or working with students desirable. Appreciation of the arts.
- Strong administrative, interpersonal, organizational and communication (verbal and written) skills.
- Excellent computer skills including fluency with Microsoft Office Suite. PowerPoint desirable.
- Strong work ethic; attention to detail; ability to take direction, work independently and as part of a team, prioritize and multi-task.
- Interest in applying skills to benefit students, faculty and community at large. Interest in the arts desirable.

Application Instructions: Send cover letter and resume (electronically) to: Sarah Assalone, Student Services Coordinator; College of the Arts, Montclair State University; webers@mail.montclair.edu.

Apply By: September 2017; open till filled.