

## **MIT Admissions Graduate Assistant 2021-2022**

### **Job Description**

The Undergraduate Admissions Office at MIT is hiring a Higher Education Administration master's degree student for the position of Graduate Assistant during the 2021-2022 academic year. The Graduate Assistant position will support the MIT Undergraduate Admissions team through on-campus and virtual outreach programs, evaluating applicants and supporting office functions throughout the admission cycle. The ideal candidate will enjoy working within a collaborative and customer service focused environment and will have an interest in college admissions and access.

Responsibilities include working with the admissions team to manage application, selection and enrollment process; communicating with prospective students via phone, email and on-campus; helping with the planning and execution of outreach and yield events and assisting with other duties and responsibilities as needed.

The first-year application review process and length of appointment runs from mid-October 2021 to April 2022. There will be minimal work to complete during the last two weeks of December.

### **Job Requirements:**

Enrollment in a Higher Education Administration master's program is required. This position requires strong time management and organizational skills; strong critical thinking skills; independent initiative; and the ability to keep files and the information they contain confidential. Proficiency working online, data entry, Microsoft Word and Excel are required. High attention to detail and ability to demonstrate excellent judgement and tact.

The Graduate Assistant will report to an Associate or Assistant Director of Admissions and be a member of the admissions team. The position is about 15 hours a week to be conducted primarily in the Admissions Office both during normal business hours on Tuesdays as well as remotely.

Given the sensitive nature of our files and selection process, and to avoid any potential conflicts of interest, the candidate must not currently work for a school or program that enrolls high school students or currently work in the fields of college admissions or college counseling.

### **To Apply:**

Please email a letter of interest and current resume to Maura Tierney, Associate Director of Admissions at [tierneym@mit.edu](mailto:tierneym@mit.edu).