

Office of Admission Graduate Assistant for International Student Recruitment

Southwest Minnesota State University

Educational Objectives

The International Graduate Student Recruitment position will allow for more constant communication between SMSU and prospective students as well as offer insight into various areas of improvement in the recruitment of such students. He/she will assist the Office of Admission in increasing retention on campus as well as the increased recruitment of international students from all over the world. He/she will also assist in website development, marketing strategies, and finding effective communication strategies.

Salary & Appointment

Position appointed on an annual basis for August-May. Annual stipend of \$8,000 paid on a bi-weekly basis and a tuition waiver for SMSU graduate classes.

Qualifications

- Must be admitted and enrolled to a master's program at SMSU.
- Must maintain a gpa of 3.0 or above.
- Motivated individual with positive attitude.
- Must be willing to work evenings and weekends.
- Must have ability to work independently.
- Must have demonstrated excellent interpersonal and organizational skills.

Responsibilities

- Communication with prospective students – Email, MSN, Facebook, Skype, and Hobson's Connect etc
- Assist in international website development
- Help develop marketing strategies
- Assist the Office of Admission with on campus international visitors
- Be a liaison between currently enrolled students and family/friends that are prospective students
- Assist in international orientation and registration programs.
- Communicate with international students from prospect status through enrollment on campus including application process, I-20 process, VISA interview, and travel arrangements.
- Identify more international recruiting markets not currently served.

Clientele

International and domestic prospective students, currently SMSU students, alumni, employers, SMSU faculty, staff, administrators and community members.

Supervision

Director of Admission provides advising and training.

Application information

Send letter of application, resume, unofficial transcript(s) and the names and contact information of three (3) professional references.

Apply to

SMSU Office of Admission, 1501 State Street, Marshall, MN, 56258. Inquiries about the position may be directed to the Director of Admission, 507.537.6286.

University/Community

Southwest Minnesota State University is one of seven universities in the Minnesota State Colleges and Universities system. SMSU gives highest priority to excellence in teaching and preparing students to be lifelong learners through quality undergraduate teaching/advising and close student/faculty relationships. Its mission, dating back to 1967, provides access to university-level programs in liberal arts & professional studies. The University has a special commitment to the educational needs of the people in its service region reflected through its curricula, cultural programs, diversity of staff and students,

cooperative relationships with the public and private sectors, and regional institutions. The 216-acre campus encompasses 24 modern, interconnected, and accessible buildings. Marshall (pop. 13,000) is the hub of a rich agricultural area and offers a variety of cultural, recreational and educational opportunities.