

Seeking Applicants for a Graduate Student Assistant to work on Graduate Domestic and International Recruitment

Title: Graduate Student Assistant – Half-time

Department: College of Engineering Graduate Education

Position Description:

This position will assist the Graduate Education team with broadening access to Purdue Engineering in the domestic and international landscape. The position is focused on recruiting top domestic talent while simultaneously seeking ways to increase global student mobility toward graduate engineering at Purdue. With oversight from the Assistant Director of Graduate Recruitment, duties for this position include: (1) Providing support for marketing communications to prospective students in higher education and industry sectors, website navigation improvements, increased lead generation opportunities, and utilization of existing Customer Relationship Management systems (2) Meeting with current graduate students to gather feedback, establish relationships, and inform future practices and outreach (3) Researching target institutions and countries to help identify partnerships, pipelines, etc. for recruitment purposes (4) Tracking data and preparing related presentations (5) Launching and managing a possible international application mentoring program designed to help prospects prepare their applications to Purdue (6) Recording short informational videos for recruitment purposes.

This is a 50% (half-time) appointment (20 hours per week). Specific working hours will be set in consultation with the student, but are expected to be during typical working hours. Some after hours and weekend work will be required. This position is expected to begin at the start of the Spring 2024 semester and will continue through the end of fall 2024, including the summer. Further continuation is contingent upon office needs and student performance.

Qualifications / Required Skills:

- Pursuing an engineering graduate degree in a program eligible to hold an assistantship (**ineligible** programs include [online](#) and [professional master's](#))
- Expected graduation May 2025 or later (later is preferred)
- Passionate about broadening representation in graduate engineering disciplines
- Knowledge of student recruitment, marketing communications, and/or student leadership
- Proficient in Microsoft Office Suite and survey tools.
- Excellent communication skills (writing, speaking, and listening)
- Self-motivated. Able to work independently as well as with a team
- Able to handle confidential information with discretion

Anticipated Start: January 2024, with continuation through Summer 2024 and Fall 2024

Compensation: Compensation will be at a rate commensurate with salary levels set by the GA's home department and academic level.

To Apply: Please complete the [online application and upload your resume or CV](https://purdue.ca1.qualtrics.com/jfe/form/SV_3g7Ba9XPZJT22MK) or https://purdue.ca1.qualtrics.com/jfe/form/SV_3g7Ba9XPZJT22MK

Application review begins immediately with an expected start date of January 2024.

Questions may be directed to Dr. Colleen L. Coulter (clc@purdue.edu)