MULTNOMAH

UNIVERSITY

STUDENT EMPLOYMENT OPPORTUNITY

Posting Date: **August 6, 2013**
Department: **Admissions**
Position: **Graduate Student Representative**
****This position will begin mid-late August.**
Supervisors: **Kathryn Keefe & Thea Block**
Hours per Week: **12-20**
# of Jobs Available: 1

Job Description:
Assist the Admissions Office in working with prospective graduate students, including calling, emailing and writing prospective students, assisting with campus visit events, hosting campus visitors, etc. Includes general office support, such as mail processing, data entry and receptionist duties. Will also provide support to graduate recruitment efforts on occasion. Applicant must be a current graduate student or alum of one of Multnomah University's graduate programs (MAC, MAGDJ, MAT, MATESOL).

Experience & Skills Needed:
Applicant must be proficient with computers (experience with Microsoft Word and Outlook required), , communicate well on the phone, verbally and in written word, and be personable and self-motivated. Experience with data entry preferred.

To Apply: Please submit the following items to Thea Block in the Admissions Department.

- A completed application which you can find here or in the HR department and a one page resume (optional)
- A letter explaining your interest in this position and why you'd be a good fit.
- A professional reference. Contact information required; a letter would be preferred.
- Your 2013-2014 class schedule (if applicable)
- Qualified applicants will be contacted within 2 weeks to schedule an interview.

If you have questions regarding this position please contact Thea Block at theablock@multnomah.edu or 503.251.6486.