Office of Graduate Studies

Job Title: Graduate Assistant

Hours Per Week: 19.6 hours

Position is available: 9 months (renewable on yearly basis based on performance)

Compensation: Monthly stipend plus tuition remission and subsidized health insurance

Basic function: The Recruitment Graduate Assistant’s primary role will be to assist with the day-to-day operations of the recruitment office. Responsibilities fall into three main categories: Customer Relationships Management CRM) Software-Talisma, recruitment events and communication with prospective graduate students through inquiries and campus tours. The Graduate Assistant’s role is essential in the maintenance of data integrity. This Graduate Assistant would also be involved in some of the operations of our Summer Research Program.

Qualifications: Doctoral student preferred but not required • Excellent communication skills, verbal and written • High level of attention to detail • Experience in event planning and implementation
  • Intermediate skills using Microsoft Excel and ability to learn other software (NuView and Talisma)
  • Superior time management and organization skills • Ability to multitask, work in a team environment, and problem solve.

To apply please send a cover letter outlining your interest and skill set that aligns with this position along with your CV or résumé to sdam2@unl.edu.