

Graduate Student Services Intern – Work Study (Student 2)

Job Description Overview

The Graduate Student Services Internship provides the opportunity to learn and apply professional Graduate Student Services concepts, policies and procedures. This position will require the student to coordinate and assist CUSP Advisors in scheduling the 10-week CUSP workshop series that takes place in Spring quarter, update CUSP workshop website, contact workshop presenters and coordinate rooms/Zoom meetings. Additionally, this position will provide straightforward information about department major requirements, answer basic walk-in student questions, assist faculty and students with general graduate forms, answer general program inquiries via phone and e-mail, attend recruitment fairs and other events with Professional Graduate Student Services Advisor(s).

Additionally, the GSSI will provide assistance in the following areas:

Provide straightforward information about department major requirements:

- General knowledge of programs to answer basic walk-in student questions
- assist faculty and students with general graduate forms
- answer general program inquiries via phone and e-mail
- Attend recruitment fairs and other events with Professional Graduate Student Services Advisor(s)

Assist in preparing admissions materials for review:

- Respond to admissions related applicant inquiries via phone and email
- Assist in preparing electronic application files for faculty review

Assist in preparing recruitment materials:

- Assist with Slate updates
- Assist with brochures and recruitment and admissions website updates
- Assist with recruitment social media campaign

Assists in preparing financial aid materials:

- Assist with GradESS entries and updates
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Enter student data into department/school/college student systems.

- Assist SSAs with student record updates in Banner
- Update electronic student files in Sharepoint
- Update active/alumni student info on dept/program websites
- Update Alumni master database

Center Support

- assist with Center current student outreach and support events

Special Project

- In consultation with professional advising staff, complete a special project in an area of interest in graduate student services advising.