

## **Graduate Assistant – Office of Admissions**

The Graduate Assistant in the Office of Admissions is responsible for:

- Assisting in the planning and implementing of the day-to-day operations of the Portland Office of Admissions
- Helping to coordinate the work flow between the Gorham and Portland Admissions Offices
- Assisting with recruitment activities and advising prospective students on the admission process

### **Required Qualifications:**

- Strong verbal, written, and interpersonal communication skills
- High attention to detail
- Solid organizational skills
- At least one year of data-entry and relevant work experience
- The capacity to work independently as well as part of a group
- A valid driver's license

*All interested applicants please submit cover letter and resume to Carol Kelly at [johnsey@maine.edu](mailto:johnsey@maine.edu).*