Job Description

Position Title: Graduate Assistant – International Admissions Support
Department: The Graduate School
Pay Level: Stipend

Description of Position:

Under the direction of the Assistant Deans, the International Admissions Support position helps prospective international students navigate the admissions process. The position also assists with the conversion of admitted international students to deposited and enrolled students.

Essential Job Functions:
- Work with the International Graduate Recruiter in the recruitment of international students.
- Maintain social media presence and inquiry listings from third party sources.
- Answer phone calls, emails, and chats from prospective international students.
- Help admissions staff with international marketing initiatives.
- Monitor international applications and increase the number of completed international applications.
- Support coordination of student and alumni ambassador programs, including coordinating webinars and international events.
- Perform other duties as assigned.

Experience / Requirements:
Position only open to Binghamton University graduate students.

Successful candidate should:

- Be an expert user of Microsoft Office Suite (Word, Excel, PowerPoint).
- Have experience in multicultural, multilingual environments, and value diversity and cultural competency.
- Prioritize tasks and complete several tasks simultaneously.
- Learn and successfully use new software programs as needed to fulfill job duties.
- Motivate and mentor others.
- Establish and maintain effective work relationships.
- Provide excellent customer service.
Preferred qualifications:

The successful candidate must be confident, energetic, and outgoing. Candidates with multiple language proficiencies will be given first priority.

Application Instructions:

Persons interested in this position should send an email to gradadmission@binghamton.edu with the subject line ‘Graduate Assistant – International Admissions Support’. Please attach a cover letter, resume / CV and the names and contact information of three references to your email.

Hiring for this position is on-going until the position if filled. Candidates will be reviewed when their materials are received and be notified should they be selected to advance in the hiring process.