

## Full Position Description

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### Graduate Admissions and Dr. Jo Watts Williams School of Education

**Position Title:** Graduate Apprentice for Graduate Admissions & M.A. in Higher Education

**Department:** [Graduate Admissions](#) and [Dr. Jo Watts Williams School of Education](#)

**Brief Overview of the Department/Program:** *Graduate Admissions* coordinates the recruitment and admission of highly qualified students to eight graduate programs on the Elon main campus (Elon Law is in Greensboro), all of which combine the best of the liberal arts and sciences with nationally recognized engaged learning pedagogies and experiences. Elon's graduate programs build on the strengths and values of the university to prepare students to be active professionals committed to continued learning and the advancement of their professions and communities.

*The Master of Arts in Higher Education (MHE) program* is housed in the Dr. Jo Watts Williams School of Education. The program immerses students in hands-on, student-centered learning with a global perspective. The program prepares leaders equipped to create and execute institutional mission, vision, and priorities and support college students in their learning and development in a variety of higher education settings. Graduates will be visionary professionals who think critically about their work as ethical decision makers and advocates for social justice.

### Position Description

The Graduate Apprentice is a staff member in both Graduate Admissions and the Master of Arts in Higher Education program. The apprentice's responsibilities overlap between these two departments to recruit new MHE students and advance the MHE program. The apprentice also works with the Graduate Admissions staff in the promotion and recruitment initiatives graduate education at Elon. Participation in occasional scheduled evening and weekend events, and travel is required.

The apprentice fulfills four key functions: graduate student recruitment and admissions; event planning and coordination; strategic promotions and communications; and, program outreach and advancement. The apprentice also contributes to and supports the overall success of Graduate Admissions and the Master of Arts in Higher Education.

### Primary Duties

#### Admissions Recruitment

- Serve as an integral member of the recruitment team for the MHE program and support recruitment activities of other assigned Elon graduate programs.
- Serve as a student resource and point of contact for Graduate Admissions for MHE inquiries and host campus visits for prospective students (lunch with students, attending classes, etc.)
- Assist with information sessions for MHE (on campus and virtual)

- Conduct appropriate research to determine effectiveness of various recruitment initiatives
- Represent graduate admissions at select MHE and general graduate programs fairs/events
- Serve in advisory capacity on the MHE Admissions Committee

### **Event Planning and Coordination**

- Co-coordinate MHE event planning, logistics, and assessment (homecoming, commencement, Preview Weekend, Orientation, etc.)
- Assist with Graduate Admissions event planning and management

### **Strategic Promotions and Communications**

- Collaborate with Dr. Jo Watts Williams School of Education Coordinator of Graduate Programs on the development of social media posts across all social media platforms to promote MHE.
- Manage MHE presence and respond to inquiries on *Future of Student Affairs Facebook page*
- Contribute to content on Graduate Admissions and MHE websites, including content/visual enhancements, student and faculty profiles, student experiences, etc.
- Develop a bi-annual report of MHE program happenings and student/alumni accomplishments to broadcast to the Elon campus, parents and alumni in higher education
- Collaborate with Graduate Admission on development of marketing materials for MHE and other assigned graduate programs.

### **Program Outreach and Advancement**

- Serve as a resource for apprenticeship supervisors; develop and maintain supervision resources
- Conduct graduate education benchmarking research
- Collaborate with the MHE Graduate Director on program assessment efforts
- Support MHE alumni engagement efforts

### **Other Duties**

- Meet weekly with supervisors to obtain guidance on work and reflect on learning
- Participate in regular Graduate Admissions and MHE department meetings.
- Participate in Graduate Program and Enrollment Management (Graduate & Undergraduate Admissions and Financial Aid) meetings as needed

**Professional Development and Networking Opportunities:** The Graduate Apprentice will write a professional development plan (PDP) during the first semester. With support from their supervisor, the apprentice will revise the PDP each semester, and utilize the plan to establish connections between coursework, career goals, and professional engagement opportunities. In the first year, Graduate Admissions/MHE will provide the apprentice with access to \$750 (contingent on budget approval) to support their involvement in professional conferences, drive-ins, webinars, and/or other professional development activities. During the second year, the MHE program will provide the graduate apprentice with \$1250 in professional development funding (subject to budget approval). During both years of the program, Graduate Admissions/MHE will provide the apprentice with membership in one relevant professional association.

