

**Position Title:** Graduate Apprentice for Undergraduate Admissions

**Department:** [Undergraduate Admissions](https://www.elon.edu/u/admissions/undergraduate/)

**Key Responsibilities:** The Graduate Apprentice will work with the Undergraduate Admissions staff to achieve the recruitment, application review, and first-year enrollment goals. The apprentice will observe the metrics used to set enrollment goals including the creation of financial aid awards and help inform communication strategies.

**Career Options:** Admissions, Financial Planning, and Admissions Communications

**Position Description**

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**Title:** Graduate Apprentice for Undergraduate Admissions

**Department:** Undergraduate Admissions

**Supervisor:** Assistant Dean and Director of Transfer and Special Admissions

**Office Location:** Inman Admissions

**Undergraduate Admissions**

The office of Undergraduate Admissions is responsible for achieving the enrollment goals of the institution. We strive to recruit and enroll academically qualified and diverse first-year, transfer, readmit, and non-degree student populations. Within the department are key functional areas that play a significant role in our recruitment efforts – campus visit, travel, records, and data/communication.

**Position Description**

The Graduate Apprentice will work with the Undergraduate Admissions staff to achieve the recruitment, application review, and first-year enrollment goals. The apprentice will observe the metrics used to set enrollment goals including the creation of financial aid awards and help inform communication strategies. The Graduate Apprentice will be exposed to, and gain relevant experience in, the various functional roles of the undergraduate admissions office including student recruitment, application review, campus visit, financial aid strategies, and strategic communications and marketing. Some evening and weekend work hours may be periodically required throughout each semester, and occasional travel (typically not overnight) to represent admissions.

**Primary Duties:**

* Meets with families by request during a campus visit; conducts information sessions with prospective students and their families; advises and counsels them about their college search
* Supports recruitment of students from North Carolina by representing Elon at college fairs
* Assists with the implementation of admissions event weekends such as Open Houses, Orientations, and Scholarship days
* Assists the campus visit team in tour guide hiring processes
* Supports tour guide training throughout the academic year
* Supports application preparation and decision process
* Reviews and evaluates first-year applications for admission consideration
* Participates in admissions committee meetings to help finalize admissions decisions from both Early Action and Regular Decision pools
* Meet weekly with supervisor to receive guidance on work and reflect on learning
* Attend quarterly training sessions about the admissions cycle
* Participate with bi-annual staff retreat
* Assists with the mailing process for decision letters for Early Action and Regular Decision applicants, including verifying each applicant’s status, checking addresses, and stuffing envelopes
* Supports Counselor of the Day on a rotating basis, responsible for taking and following up on incoming calls from prospective students, parents, and college counselors
* Develops understanding of strategic financial aid packaging designed to support recruitment of student who meet university priorities
* Participate in scholarship selection committee meetings
* Supports undergraduate admissions social media strategy by assisting with content development, research, and audience identification
* Assists with analyzing social media trends to influence future campaigns
* Develops an understanding of the undergraduate communications matrix for prospective students
* Meet with supervisor at the start of the academic year to develop a professional development plan connecting graduate apprenticeship to courses and career goals
* In conjunction with supervisor, complete end of semester evaluations focusing on areas of growth and further learning

**Professional Development and Networking**

Professional development opportunities will be offered through existing campus-wide programs as well as local and regional career development conferences/events such as the Carolina Association of Collegiate Registrars and Admissions Officers (CACRO) and the Southern Association for College Admissions Counseling (SACAC) conferences.

Additional opportunities to network on and off campus may include:

* Attending Admissions Deans and Director meetings
* Attending Domestic and International fly-in programs to interact with high school college counselors
* Opportunities to assist with the Alamance County College fair