

## **General Description**

The Graduate Administrative Assistant (GAA) works under supervision of the Director of the Educational Opportunity Center, to provide assistance to potential participants in the program of the Educational Opportunity Center. The GAA will help participants successfully transition to a post-secondary institution of their choice.

## **Essential Functions**

- Assist participants in completing admission and financial aid applications to post-secondary institutions.
- Maintain a calendar of deadline dates for applications for admission to area post-secondary institutions.
- Conduct GED/HISET orientations, educational, career and financial aid workshops within the target area.
- Staff community outreach centers on a regular scheduled basis to provide educational information, FAFSA submissions, Admission application, and counseling.
- Maintain personal or written communication with participants for an ongoing period following initial enrollment as an EOC participant.
- Maintain and submit accurate records of all services provided to participants.
- Provide periodic professional information and advisement to the Director and professional staff regarding participants' progress.
- Perform other job-related duties as assigned.
- Communicate effectively with participants and EOC staff in person and over the phone.
- Maintain accurate records and timely submit bi-monthly student reports.
- Make decisions independently and/or seek assistance from EOC Staff.
- Good time management and organizational skills.
- Ability to maintain confidentiality.
- Report escalated unresolved/difficult issues to EOC staff.
- Ability to effectively utilize computer technology.

## **Qualifications**

- Must be an APSU graduate student, fully admitted into a graduate degree program, and enrolled full time.
- Cumulative undergraduate GPA of 2.8 or above; graduate GPA of 3.0 or above
- Previous tutoring and/or mentoring experience helpful.
- One academic year commitment preferred (2 consecutive semester)