

Position Title: Graduate Apprentice for Undergraduate Admissions

Department: Undergraduate Admissions

Supervisor: Dean of Admissions

Office Location: Inman Admissions Building

Position Description

The Graduate Apprentice will work with the Undergraduate Admissions staff to achieve the recruitment, application review, and first-year enrollment goals. 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, financial aid strategies, and strategic communications and marketing. The apprentice will be engaged in external work with the opportunity to present to and interact with prospective students, families, and college counselors. 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 (CACRAO) and the Southern Association for College Admissions Counseling (SACAC) conferences.

Primary Duties:

- Conduct information sessions for prospective students and their families; advise and counsel them about the college search
- Support recruitment of students from North Carolina by representing Elon at college fairs
- Assist with the implementation of admissions event weekends such as open houses, orientations, and scholarship days
- Support the application preparation and evaluation processes
- Review and evaluate first-year applications for admission consideration
- Participate in admissions committee meetings to help finalize admissions decisions from both Early Action and Regular Decision pools
- Support Counselor of the Day on a rotating basis, responsible for taking and following up on incoming calls from prospective students, parents, and college counselors
- Develop an understanding of strategic financial aid packaging
- Participate in scholarship selection committee meetings
- Support undergraduate admissions social media strategy assisting with content development, research, and audience identification
- Assist with analyzing social media trends to influence future campaigns
- Develop an understanding of the undergraduate communications matrix for prospective students
- Meet weekly with supervisor to receive guidance on work and reflect on learning
- Attend quarterly training sessions about the admissions cycle
- Participate in staff retreats and trainings
- 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

Integrated Project:

The Graduate Apprentice for Undergraduate Admissions will focus on assessment and strategy development for transfer admission. In alignment with university goals to increase diversity, undergraduate admissions seeks to grow the transfer student population. The Graduate Apprentice, in conjunction with the associate director of transfer and special admission, will

research recruitment opportunities, recommend strategies, and develop a plan to enhance Elon's transfer recruitment program.