



Office of Graduate Studies & Research

Graduate Assistantship – Conservatory of Music

Benefit: 25% Tuition Discount for 10 hours of work/week

Position Description:

The Conservatory Admission team within the Baldwin Wallace University Enrollment Services Division is looking for a Graduate Assistant to provide support for daily activities related to application and evaluation management for Conservatory and Performing Arts programs. The ideal candidate will enjoy working in a fun, diverse, fast-paced, customer focused environment and who has a solid technical foundation along with a passion for attention to detail.

Assistantship Responsibilities:

- Entering, verifying, exporting, and analyzing confidential application data in the Baldwin Wallace University's Customer Relationship Management system (CRM) – Slate
- Gather benchmarking data and providing reports back to Conservatory leadership
- Create PowerPoint presentations, including compiling data & metrics
- Using initiative to perform other administrative and clerical duties as needed, such as front desk coverage and assistance needed across the Admissions office
- Provide campus tours to prospective students and their families
- Provide logistical support during Conservatory and Performing Arts audition dates
- Attend college fairs on behalf of the Conservatory
- Create social media content on behalf of Conservatory Admission Office
- Other duties as assigned

Qualifications:

- Newly enrolled full-time graduate student at Baldwin Wallace University.
- Must be available to work an average of 10 hours per week
- Interest in admissions related work
- Highly developed customer service orientation
- Excellent oral and written communication skills
- Have strong organizational skills and be able to work independently

- Ability to exercise discretion in obtaining and providing confidential information
- Use independent judgment in setting priorities
- Proficient in use of Microsoft Office and Outlook. Knowledge or prior experience with Slate is a plus
- Proficient knowledge of various social media platforms
- Office hours are 8:30am – 5:00pm but after hours and weekend hours will be required