Position summary:
This position assists the HESA faculty and Program Coordinator in diverse aspects related to the functioning of the Master’s Program, including marketing, recruiting, cohort development efforts, coordinating Graduate Assistantships, and other tasks as assigned.

Specific duties and responsibilities:

- Coordinate correspondence with prospective students, including providing information about the HESA program, developing inquiry lists, and serving as initial point of contact for inquiries;
- Assist in developing and maintaining up-to-date print and web-based marketing and informational publications to promote HESA both within the university and to outside constituents;
- Assist in the development and delivery of programs and services designed to establish and promote cohort development;
- Assist in maintaining a comprehensive Graduate Assistantship list, manage the Graduate Assistantship placement process for HESA students including coordinating candidate visitation and interview days;
- Assist in planning and delivery of HESA-related events including the yearly HESA orientation, interview days, and year-end functions;
- Facilitate communication among HESA students, faculty, and alumni, by maintaining HESA email lists, coordinating social media outlets, and by developing relationships with program students, faculty and administrators;
- Serve as HESA Liaison to the UConn Student Affairs Association

Required Qualifications:

- Enrolled in the HESA Master’s program at the University of Connecticut
- Excellent interpersonal communication skills
- Excellent writing skills
- Computer competency

Preferred Qualifications:

- Familiarity with web-based and desktop publishing programs, such as Microsoft Office and Adobe Acrobat Professional
- Familiarity with social media outlets such as Facebook, twitter, and go-to-meeting