

UConn

SCHOOL OF NURSING

Admission & Enrollment Services (AES) Graduate Assistant

The School of Nursing is one of the health profession schools within UConn serving greater than 800 students. Programs offered include two baccalaureate pre-licensure programs (BS and CEIN/BS), a master's degree program with five specialty tracks, a practice doctorate (DNP) and a research doctorate (PhD). The Admission and Enrollment Service office is staffed by two permanent individual addressing all functions of admissions and enrollment activities for our students.

Position summary: This Academic Year position assists the AES staff and Program Directors in multiple aspects connected to the baccalaureate and master degree programs including marketing, recruiting, records, cohort development efforts, and other tasks as assigned. This assistantship is 20 hours per week, on a 9-month appointment. The position reports to the Associate Dean for Academic Affairs.

Specific duties and responsibilities:

- Coordinate correspondence with prospective students, including providing information about the specific 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 School of Nursing (SON) programs 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 planning and delivery Freshman, CEIN and MS orientations,
- Schedule and orchestrate registration sessions each semester
- Facilitate communication among SON students, faculty, and alumni, by maintaining SON listservs, coordinating social media outlets, and by developing relationships with program students, faculty and administrators;
- Work with AES staff and program directors to manage student records, provide assistance to faculty advisors, and meet the needs of students and faculty.
- Work with AES staff and program directors to answer routine inquiries, provide tours and address information as requested.

Required Qualifications:

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

An Equal Opportunity Employer
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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