



UNDERGRADUATE ADMISSIONS GRADUATE ASSISTANT

POSITION: Undergraduate Admissions Graduate Assistant
SUPERVISOR: Director of Undergraduate Admissions
DEPARTMENT: Enrollment Management

GENERAL JOB DESCRIPTION

Tiffin University seeks a Graduate Assistant to recruit undergraduate college-bound students. The position entails an eight-week travel season; frequent phone, virtual, written and e-mail correspondence; and evaluation of applicant files. Willingness to work weekends and evenings is also required.

MAJOR DUTIES AND RESPONSIBILITIES

- Strong organization, interpersonal, communication and customer service skills.
- Ability to work independently and meet position goals without undue supervision.
- Demonstrated success working as a member of a team.
- Ability to manage time, willingness to work evenings, and weekends to meet deadline and deliver assignments.
- A positive attitude, a people-centric approach to work, and a good sense of humor helpful.
- Ability to travel. Driver's license required.

EXPECTED KEY COMPETENCIES (ORGANIZATIONAL FIT)

Interdependence: Fosters collaboration across the University

Communication: Strong decision-making and communication skills

Accountability: Formulates effective and progressive strategies aligned with University mission and values

Respect: Creates an engaging, collaborative classroom environment by bringing diverse students and ideas together.

Entrepreneurship: Influences and Inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods.

QUALIFIED APPLICANTS

All qualified and interested candidates should submit cover letter and resume along with a minimum of three references to:

Tiffin University tuemployment@tiffin.edu



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination should be reported to Dr. Perry-Fantini, Vice Provost Equity, Access, & Opportunity/Title IX Coordinator.*

Tiffin University is an Equal Opportunity Employer