

Graduate Assistantship in Enrollment Events

Job Description

The Enrollment Events Graduate Assistant will focus on supporting the events and promotion efforts for all areas of Enrollment Management and Student Success. The key responsibility of this role is to complete projects that keep the flow of information going on a daily basis, as well as being an influencer in reaching event venues and fellow students as a direct link to the student community.

Semester/Date of Position

Fall 2025 and Spring 2026

Salary/Tuition Remission

\$10.70 hr. and 6 credit hours for fall semester, 6 credit hours for spring semester (remission rate may not exceed \$722 per credit hour)

Days and Hours Required for Position

Available to work 20 hours each week – Monday – Friday, 8:30am – 5pm, and some weekends for special events.

Qualifications

1. Work with the Director of Enrollment Events to assist in producing events and communications that support undergraduate admission enrollment goals.
2. Maintain inventory
3. Promote all areas of Enrollment Management which includes many departments that support prospective Xavier students.
4. Load in and load out of events
5. Collaborate with the Director of Enrollment Events to develop an inclusive communication strategy including email communication, direct mail, social media, text message, etc.
6. Provide support with event planning, event execution and event promotion as needed.
7. Attend Enrollment Events to provide day-of event support.
8. Other duties assigned by the Director of Enrollment Events.

Only graduate students enrolled in a Xavier degree or licensure seeking graduate program are eligible to work in a Graduate Assistantship position.

Upon hiring, [On-Campus Employment Forms](#) are required before employment begins.

Requested Application Materials

Submit a resume, application, cover letter stating qualifications, and three writing samples. Writing samples should include:

1. Encourage prospective undergraduate Xavier students to attend an open house where they can learn more about Xavier.
2. Encourage admitted undergraduate Xavier students to make their commitment (submit their deposit).
3. Encourage current Xavier undergraduate students to attend an off campus event where Xavier will be coming to their city.

The graduate assistantship application is found on the following webpage:

<https://www.xavier.edu/graduateschool/graduate-assistantships/applying-for-graduate-assistantship>

Contact Information

Please send all application materials and questions regarding the position to:

Kelly Akers
akersk@xavier.edu

Please send all general questions regarding graduate assistantships to XUgrads@xavier.edu or call 513-745-3957.

All application materials must be received no later than April 1st, 2025.

Thank you for attending Xavier University and for your interest in the graduate assistantship position.