



Merrick School of Business
Graduate Assistantship – Merrick Advising Center

FALL 2022

The Merrick Advising Center is looking for one graduate assistant whose primary role is to provide support of student advising for the Merrick Advising Center and special project assistance for the Merrick School advisors (undergraduate and graduate) and Assistant Dean.

Description:

- 20 hours per week during the academic year
- Must be able to work on-campus

Requirements:

- Must be working toward a graduate degree at the University of Baltimore;
- Proactive, detail-oriented, organized, and be able to work independently;
- Strong academic record;
- Strong writing, communication, and interpersonal skills;
- Ability to use our education content management system, Sakai, to perform various tasks;
- Proficiency in Microsoft Word, Excel, Powerpoint and Outlook;

Successful candidates will be able to handle confidential information and available flexible times Monday through Friday to meet the needs of the office. Applicants must be able to make a one to a two-year commitment to this position. **Merrick School of Business students preferred.**

Duties Include:

- Supporting advisors (undergraduate and graduate) and assistant deans with special projects
- Assist advisors with the facilitation of retention/recruitment outreach campaigns and the data entry that is required to track our progress throughout the academic year promoting student success
- Assist with and act as a monitor during newly designed webinars to connect and engage with current and new students during our transition through a remote format
- Handle student inquires that require additional research or familiarity with the University website to direct students to resources that answer E-learning technical issues, academic program or policy questions
- Administrative support of Merrick Advising Center to ensure smooth functioning of the office
- Provide remote phone coverage, monitor undergraduate and graduate email inboxes, disseminate general information related to admission/advising process when needed

To apply, please email a **cover letter** and **resume** to merrick@ubalt.edu. Be sure to specify the position for which you are applying, your program of study, and when you anticipate graduating. We anticipate making a selection by June/July 2022.

