



HOBART AND WILLIAM SMITH  
COLLEGES

## POSITION DESCRIPTION

**POSITION TITLE:** Graduate Assistant: Admissions (2025-2026)  
**LOCATION:** Geneva, NY

### POSITION SUMMARY

Hobart and William Smith Colleges is accepting applications for admission into the [Master of Arts, Higher Educational Leadership program](#). Our two-year Master's in Higher Education Leadership (MHEL) program will prepare you to challenge the current state of higher education and lead the change needed to support the next generation of college students. Courses encourage you to analyze and critique the history and policy of higher education, identify ways to move the needle on belonging, diversity and equity initiatives and investigate leadership and innovation techniques. Admission is on a rolling basis for the 2025-2026 academic year for both Graduate Assistantships and admission. The program boasts a wide array of Graduate Assistantships which include tuition remission in the HWS MHEL program and a \$20,000 stipend.

The Admissions Graduate Assistant provides support to the visitor relations and recruitment teams within the office of admissions. This individual would give information sessions, conduct interviews, participate in campus events and group visits. This individual will also review applications for admission and may be asked to assist with covering local recruitment events such as college fairs and high school visits. This individual would be an important member of the admissions team, and would participate in team meetings, ideation, and overall recruitment strategy development. This person must be available to work multiple Saturdays during the fall and spring semesters.

### Essential Responsibilities:

- Interact with campus visitors
- Conduct information sessions
- Conduct interviews
- Read admissions applications
- Cover local recruitment events
- Participate in admissions team meetings
- Other duties as assigned



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### Other Information:

This is a part-time, temporary, non-benefits eligible position. This position description is not all-inclusive as other tasks or responsibilities may be assigned.

### Qualifications:

- Bachelor's degree is required and a minimum of one year of leadership experience, preferably experience related to the area.
- Demonstrates an ability to work with a diverse group of people and enjoys spending a significant amount of time with people.
- Student centered and with a team approach to success.
- Should be detail oriented and organized.
- Must bring positive energy and a sense of humor to the work.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

### Terms of Employment:

- Must maintain a cumulative GPA of a 2.75.
- Employment begins August 1, 2025, and ends May 31, 2026

All Graduate Assistantships must be accepted into the Master of Arts in Higher Education Leadership at Hobart and William Smith Colleges as full-time students, as Graduate Assistantships have a maximum term of two consecutive years. Maintaining good academic standing, contributing in the classroom setting, managing their time effectively and balancing their schoolwork along with their GA duties is a priority for all parties.

[Click here to apply for position](#)