

GRADUATE ASSOCIATE JOB DESCRIPTION
Assistant to Undergraduate Recruitment and Auditions Coordinator

**Supervisor: Faculty Chair of the Undergraduate Studies Committee,
(Misty Kerns as reference)**

Description:

1. Works closely with the department Coordinator for Undergraduate Recruitment and Auditions and participates in/helps organize the Undergraduate Auditions as well as Freshmen Orientation.
2. Assists with the recruitment of undergraduate students, especially with underrepresented populations.
3. Aids in writing letters of appeal for students denied entry by University Admissions, when needed.
4. Communicates regularly with audition faculty and First Year Experience Coordinator, Lyn VanTil.
5. Is well-acquainted with University Admissions procedures, Department of Dance Admissions procedures, and College of the Arts Undergraduate Advising procedures.
6. Attends and generates interest in dance programs.

Regular responsibilities:

Works closely with faculty supervisor to facilitate the recruitment and audition of all incoming students. This may include, but is not limited to, communication with prospective students, their parents, the Admissions Office, the Office of Minority Affairs, review of audition acceptance and rejection letters.

Autumn Quarter responsibilities

September and October

Reviews all applications with Coordinator. Helps identify students who have not been admitted to OSU, or who have not applied yet. Also identifies students who have lower test scores, academically challenged, have creative potential.

Assists Coordinator with undergraduate auditions by greeting all auditionees; gives auditionees information from the Office of Minority Affairs, distributes auditionee

numbers, admissions applications, sets up, etc. Is knowledgeable about Department of Dance and University Admissions procedures, Financial Aid, etc.

October through Early December

Organizes Auditions with the following tasks:

- Secure 8-10 demonstrators (please confer with coordinator)
- Organizes 2-3 students to warm-up auditionees for 45minutes
- Participates in ranking/adjudicating of auditionees
- Helps average rankings, confers with Undergraduate Program Coordinator and Coordinator for Auditions on accepted auditionees' schedules
- Acquires University Admissions packets as well as supporting Financial Aid information
- Checks audition numbers are in order and repaired
- Types up lunch list for Brenen's and submits it to coordinator (please confer with coordinator)
- Aids in other duties at the discretion of the coordinator

Assists Coordinator by returning phone calls of people who auditioned. Refers problematic calls to the Chair.

Makes telephone calls to various chairpersons/directors of college dance programs to inquire about promising, eligible minority candidates interested in pursuing a graduate degree in dance. Confers with Department Chair about any available funding to pay expenses for exceptional prospects to attend the Undergraduate Auditions (Winter Quarter).

Winter Quarter responsibilities

January-February – Same as above

Spring Quarter responsibilities

Pre-Registration – Helps identify sophomore mentors for incoming freshmen

May - In consultation with the Coordinator, drafts an annual recruitment report listing all recruitment endeavors during the school year.

June - Makes follow up phone calls to undergraduate candidates to confirm attendance at upcoming auditions or enrollment in upcoming school year. Helps firm up list of incoming freshmen/transfers.

Helps prepare summer letter.