Melody Hicks, a Graduate Assistant in the College of Graduate Studies, led a calling campaign in Summer 2018 to help prospective applicants finish their application materials. She will be training our new student workers on best practices in calling procedures and etiquette.

Reminders

- Tomorrow is the final Program Director’s Luncheon for the 2018-2019 academic year.
- Since askgrad@mtsu.edu cannot accept attachments, faculty and staff may use the following link to submit materials on the behalf of students: Upload Student Forms.
- Students have their own Upload Student Forms link. Both of these links can be found on the Forms page of the CGS website.
- The Advisory Committee Dynamic Form is now live. It replaces the paper Thesis Advisory Committee and Dissertation Advisory Committee forms.

Student Workers Needed

The College of Graduate Studies is hiring two graduate students to work as temporary, hourly student workers. The student workers will make outbound calls to graduate applicants who have items missing from their application packets.

The student workers must be able to use phone scripts effectively and adapt scripts as necessary. They must be able to follow up with staff about technical problems that are holding up admissions materials. They must be comfortable reading from and updating Excel spreadsheets.

The student workers should demonstrate evidence of the following: patience, timeliness, clear communication, empathy, the ability to quickly gain knowledge about and speak confidently about graduate admissions processes, positive attitudes, attentive listening and organization. They must have had experience(s) applying for their own graduate admissions. The student workers may be called upon to present data from their call experiences.

CGS is hiring these student workers to begin immediately. If you know students who are interested or if you have questions, those students should contact Kevin Owen at Kevin.Owen@mtsu.edu.

Questions, comments or concerns? Email the Editor at britt.young@mtsu.edu