

## **Job Announcement**

**Job Title:** Evaluation Specialist

**Job type:** Graduate Assistant

**Location:** MBA Office, Mihaylo College of Business and Economics

**Job description:** This is an exciting opportunity for professional-level experience with the MBA Office for a current CSUF graduate student. This position is designed to provide a motivated individual with “real world” professional experience. The Evaluation Specialist will assist the Evaluation Coordinator and other staff in the MBA Office in the areas of admissions application and decision processing, applicant evaluation, and communications. The Evaluation Specialist will have these main responsibilities:

1. Oversee and direct applicant communication including:
  - a. Development and management of communication plans
  - b. Managing communication streams using a scheduled communication strategy
  - c. Managing incoming questions and communications
2. Managing and compiling data to impact process of creating evaluation formulas
3. Assist Evaluations Coordinator with document evaluations
4. Oversee and direct production and distribution of new admit information
5. Direct process for tracking evaluations and admission timelines
6. Direct process of analyzing and reporting enrollment data
7. Participate in an applicant review process and in consultations with applicant consultations.

**Hiring timeline:** Resumes will be accepted on an on-going basis. We will start reviewing applicants on April 27, 2009 with the intention of hiring immediately.

**Please submit resumes to:**

Van Muse  
MBA Director  
SGMH 3280  
vmuse@fullerton.edu