

## **GRADUATE ASSISTANT IN GRADUATE SCHOOL STUDENT SERVICES 2022-23**

- Plan events and support programs  
Plan and coordinate programs and activities for current graduate students; repeat programs that have been successful in the past and generate new ideas for new initiatives. Manage communications and prepare promotional materials. Some evening and weekend work is expected.
  - Review previous event descriptions and feedback from surveys for ideas
  - Identify and contact speakers, presenters and potential collaborators
  - Reserve venues for events
  - Create a schedule of professional development events for the entire semester (4-5 events each semester, preferably with a theme)
  - Advertise events using listserv, flyers and social media
  - Create registration surveys to track participation in events; acknowledge registrations, manage waiting lists, send out confirmations for attendance
  - Be present at events, serve as host
  - Send out evaluation forms/surveys to participants
  - Analyze evaluations, prepare reports
  
- Assist with large Graduate School/GSSO events such as orientation, welcome week, spring welcome social, and Graduate Education Week.
  - Contribute to brainstorming about new events
  - Train and manage volunteers
  - Be in charge of designated events
  - Assist with creating PR materials, including event flyers, photo collages, and posters
  - Solicit gift donations and promotional items from area businesses
  
- Contribute to creation of print and other media.
  - Create slide shows for orientation and commencement
  - Maintain Graduate School event calendar (enter and update events)
  - Contribute to Graduate School handbook and planner content (write new content, edit existing, provide critical/construction input)
  - Contribute to web content
  
- Support SHIP (Support Hub of Inclusive Practices) Operations
  - Participate in training
  - Learn basic policy and procedures
  - Provide excellent customer service to all Graduate School patrons
  - Make appropriate referrals to Graduate School and GLC staff
  
- Other duties as assigned

### **Minimum requirements:**

- Excellent organizational, interpersonal and communications skills (written and verbal)
- Demonstrated proficiency in word-processing and e-mail management

- Experience in working with clients (preferably students) in a service-oriented environment
- Ability to work independently as well as within a team

**Preference given for:**

- Familiarity with the Graduate Life Center and GLC programming
- Experience with program development and coordination
- Experience with publishing software(s) preferred
- Demonstrated creativity

**Other skills, abilities and personal qualities:**

- Open, kind, service-oriented personality
- Energy and enthusiasm for the job
- Demonstrated leadership skills and initiative to design and implement programs and coordinate the work of volunteers
- Enjoy and strive for high quality work
- Have ambition to be a productive, creative member of the team