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.
  o Review previous event descriptions and feedback from surveys for ideas
  o Identify and contact speakers, presenters and potential collaborators
  o Reserve venues for events
  o Create a schedule of professional development events for the entire semester (4-5 events each semester, preferably with a theme)
  o Advertise events using listserv, flyers and social media
  o Create registration surveys to track participation in events; acknowledge registrations, manage waiting lists, send out confirmations for attendance
  o Be present at events, serve as host
  o Send out evaluation forms/surveys to participants
  o Analyze evaluations, prepare reports

Assist with large Graduate School/GSSO events such as orientation, welcome week, spring welcome social, and Graduate Education Week.
  o Contribute to brainstorming about new events
  o Train and manage volunteers
  o Be in charge of designated events
  o Assist with creating PR materials, including event flyers, photo collages, and posters
  o Solicit gift donations and promotional items from area businesses

Contribute to creation of print and other media.
  o Create slide shows for orientation and commencement
  o Maintain Graduate School event calendar (enter and update events)
  o Contribute to Graduate School handbook and planner content (write new content, edit existing, provide critical/construction input)
  o Contribute to web content

Support SHIP (Support Hub of Inclusive Practices) Operations
  o Participate in training
  o Learn basic policy and procedures
  o Provide excellent customer service to all Graduate School patrons
  o 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