

GRADUATE ASSISTANT IN GRADUATE SCHOOL STUDENT SERVICES 2023-24

- 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