Operations Coordinator Student Academic Appointee Position Available!

The Graduate and Professional Student Organization (http://www.iu.edu/~gpso) serves over 9,500 graduate and professional students at IU Bloomington through providing academic support, advocacy, community-building and resources. The GPSO seeks applicants for the position of Operations Coordinator for the 2013-14 academic year.

The GPSO Operations Coordinator is a paid SAA 10-12 month position. This position organizes and executes social and academic events throughout the year. Events include Orientation Week, the annual Grad Appreciation Week (culminating in the Grad Bash), and monthly social networking hours, special family-friendly and cultural events. The Operations Coordinator also plans and implements academic, professional development and community building activities, in frequent partnership with university departments, student groups, and community organizations.

The Operations Coordinator works with the GPSO Communications Coordinator to market events to the graduate community and oversees the creation and/or distribution of publicity materials, primarily using online media such as email listservs and Facebook events. The Operations Coordinator purchases materials for GPSO events in accordance with IU purchasing policies, manages the procurement card and works with the GPSO Treasurer to document these purchases and submit financial statements in a timely manner.

The Operations Coordinator serves on and assists the GPSO Executive Committee, and serves as chair of the GPSO Programming Committee in efforts to create and execute successful and relevant events. On occasion, the Operations Coordinator publicly represents the organization.

The position requires knowledge of common office applications, including Microsoft Word and Excel, as well as social networking applications, including Facebook. Successful applicant should have excellent verbal and written communication skills, be self-motivated, and work well in a close team environment. The ideal candidate will have experience collaborating with university organizations and community groups, and working with volunteers. Familiarity with Indiana University operations and the Bloomington community preferred. Vibrant, outgoing, and creative students with event planning and administrative experience are encouraged to apply.

Candidates must be enrolled full time as an IUB graduate or professional student and must be a U.S. citizen or a non-citizen authorized to work in the United States for the period of the appointment. NOTE: The Operations Coordinator may not concurrently hold positions as Associate Instructors, Graduate/Research Assistants, or be committed to other full-time or half-time work on conjunction with this position.

The Operations Coordinator is a 20-hour per week (50% FTE) position. Compensation includes full tuition remission for 12 credits per semester and 6 credit hours during summer session, excluding non-remittable fees; subsidized Student Academic Appointee Mandatory Health Insurance and a $12,500 stipend. The Operations Coordinator may also work as many as 200 summer hours at a paid hourly rate of $12.50/hour. The assistantship is considered taxable income. Candidate must be available immediately to begin training and should plan to be in Bloomington to begin position during summer 2013.
Interested parties should submit the following application materials by **5pm on Friday, February 22** to Dean Yolanda Trevino at ytrevino@indiana.edu. Please submit all materials electronically via email in ONE combined PDF file. Due to time restraints, we will not consider incomplete applications at this time.

1. Cover letter and Résumé
2. One current letter of recommendation from a source who can speak to the required skills
3. Contact information for 2 additional references
4. 300 word essay explaining your vision for increasing the relevance of the GPSO in the wider IU and Bloomington Community during the 2011-2012 academic year.