The Graduate and Professional Student Organization (http://www.iu.edu/~gpso) serves over 10,000 graduate and professional students at IU Bloomington through providing academic support, advocacy, community-building and resources. The GPSO seeks applicants for the position of Communications Coordinator for the 2014-2015 academic year.

DUTIES AND RESPONSIBILITIES:
The GPSO Communications Coordinator’s roles and responsibilities include:

- Act as the primary representative for the GPSO by responding to e-mail and phone inquiries from current and prospective students, faculty, administrators, and the public.
- Communicate with graduate department secretaries to coordinate GPSO presentations at each department’s new graduate student orientation. Assist other Executive Committee members in carrying out graduate student orientation events.
- Work to increase awareness of GPSO in the graduate and wider IU communities.
- Maintain and regularly update the GPSO website, posting information for GPSO Assembly members, blog posts and announcements, and managing content for various GPSO topics (e.g., health insurance, awards and grants, graduate student resources, etc.).
- Design and distribute a weekly electronic newsletter to the GPSO Representatives and the graduate student body consisting of announcements and events emailed to the GPSO, as well as searching for events online.
- Publicize the Graduate Student Recognition Award and Conference Grants, manage nominations, and the selection process. Publicize winners.
- Write and distribute press releases when appropriate.
- Assist GPSO Awards Officer in communicating with award applicants and winners. Maintain current awards information on the website and within awards applications.
- Work with GPSO President to create agendas for various meetings. Distribute agendas electronically to GPSO Assembly and Executive Committee members. Attend, take attendance, and give reports at monthly GPSO Assembly meetings.
- Brainstorm and implement creative awareness-building efforts.

The Communications Coordinator serves on the GPSO Executive Committee, assisting special projects and programs as requested. In addition, the Communication Coordinator’s graduate student orientation week responsibilities require some summer hours (max. 150).

**REQUIREMENTS:**
The position requires knowledge in website maintenance and design, familiarity with mass and electronic communications, excellent verbal and written communication skills and proficiency with general office productivity and managerial panache. Knowledge of HTML, CSS, and the WordPress environment are strongly preferred. 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 (May 2014-May 2015). NOTE: The Communications Coordinator may not concurrently hold positions as Associate Instructors, Graduate/Research Assistants, or be committed to other full- or half-time work.

**REMUERATION:**
The 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 $12,000 stipend.

The Communications Coordinator may also work as many as 150 summer hours at a paid hourly rate of $12/hour during the summer 2014.

The assistantship is considered taxable income.
HOW TO APPLY:
Interested parties should submit the following application materials in one PDF by **5 pm on Friday, April 11th** electronically to Dean Yolanda Trevino at **vtrevino@iu.edu** AND to **gpso@indiana.edu**:
1. Cover letter and résumé
2. 2-3 References with contact information
3. 300 word essay explaining your vision for increasing the relevance of the GPSO, through this position, within the Indiana University community during the 2014-2015 academic year.

Applicants will be vetted by the GPSO Staff Search Committee. Select candidates will meet with the GPSO Executive Committee and a decision made as quickly as possible.

Questions: If you have any questions regarding the position, contact GPSO at **gpso@indiana.edu**.