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 Community Development Coordinator for the 2014-15 academic year.

**DUTIES AND RESPONSIBILITIES:**
The GPSO Community Development Coordinator’s roles and responsibilities include:

- Serving as GPSO’s primary programmer.
  - Minimally, this should entail organizing, marketing, and executing at least two GPSO events per month. This should include at least one social event and one academic or professional development event.
  - Special family-friendly and cultural events should also be executed throughout the year.
  - Orientation week events and Grad Appreciation Week (culminating in Grad Bash) are within the programming purview of this position.
  - The Community Development Coordinator markets all GPSO events to the graduate community, by distributing publicity materials, and utilizing online media and email lists.
  - The Community Development Coordinator serves as chair of the GPSO Programming Committee, which shall actively assist in efforts to create and execute successful and relevant events. They shall also support any programming efforts of other GPSO committees.
In addition to the above programming responsibilities, the Community Development Coordinator shall partner with other graduate student groups, campus organizations, and campus offices at least once a month. Fostering collaborative community partnerships by other means than programming. The Coordinator will attend meetings of select student organizations, as determined by the President, at least twice per semester, and give regular updates to the Executive Committee. The Coordinator shall provide logistical support to the GPSO Presidents Council. The Coordinator shall actively research, develop, and implement means by which to break graduate program silos and build a cohesive graduate/professional community. The Coordinator shall develop, organize, and implement data collection methods at the bequest of the President or other Executive Committee members.

Some operational and logistical support shall be provided by the Community Development Coordinator, including:

- Room reservations, hospitality requests, and budget processing duties.
- Managing and maintaining the Grad House, its services, and activities.

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

**REQUIREMENTS:**
The position requires knowledge of common office applications, including Microsoft Word and Excel, as well as social networking applications, including Facebook. A 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 (May 2014-May 2015). NOTE: The Community Development 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 Community Development 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 ytrevino@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