

SUMMARY

Title: GPSG Communications Coordinator

Designation: Student Academic Appointment (SAA) from August 2017-May 2018
Summer Part-Time Hourly (max of 75 hours total per summer session),
Summer 2017 and Summer 2018

Position Open to: All full-time IU Bloomington graduate and professional students

Remuneration: \$12,500 stipend, subsidized student health insurance, plus summer hourly rate of \$12.50/hour

Sponsoring Units: GPSG and University Graduate School

Application Deadline: Saturday, March 11, 2017 by 11:59pm to iugpsg@indiana.edu

Application Materials: Cover letter, resume, 2 references, writing sample, digital flyer

Application Format: A single PDF file

The Graduate and Professional Student Government (GPSG) serves over 10,000 graduate and professional students at IU Bloomington through providing academic support, advocacy, community building, and resources. www.indiana.edu/~iugpsg/

The GPSG seeks applicants for the position of GPSG Communications Coordinator for the 2017-2018 academic year.

DUTIES AND RESPONSIBILITIES:

GPSG Publicity and Marketing

- Work to increase awareness of GPSG in the graduate and wider IU communities
- Design, draft, distribute, and manage subscriptions of the weekly GPSG e-newsletter
- Manage the content and organization of the GPSG website, posting information regarding the GPSG Calendar, Executive Committee, Advocacy Committees, Awards, Assembly, and initiatives
- Maintain and regularly update GPSG social media accounts on Facebook, Twitter, and Instagram to encourage student engagement
- Design, order, and distribute GPSG promotional materials (i.e. info cards and swag)
- Attend, promote, and help host GPSG events
- Act as the primary contact for official GPSG email and phone inquiries
- Write, distribute, and manage GPSG press releases

IU Departmental Communications

- Create greater awareness of GPSG and GPSG representatives within departments
- Serve as the primary liaison between GPSG and all graduate department secretaries
 - Coordinate GPSG presentations at over 40 fall new graduate student department orientations
 - Ensure each department has representation by facilitating the GPSG representative election process
 - Provide regular GPSG updates for distribution within departments

GPSG Internal Communications and Record Keeping

- Work with the GPSG President and GPSG Community Development Coordinator to plan and run a full-day GPSG Executive Committee Fall Training Retreat
- Serve as the main point of contact for GPSG Assembly Representatives
 - Provide GPSG Representatives with orientation materials
 - Maintain attendance record of GPSG Representatives
 - Distribute electronic agendas and documents to the GPSG Representatives Listserv prior to Assembly
- Communicate with GPSG Award applicants and winners

Administrative Tasks (shared with GPSG President and GPSG Community Development Coordinator) include working with University Graduate School staff members, ordering and maintaining GPSG office supplies and technology, and hosting regular GPSG office hours.

REQUIREMENTS:

The ideal candidate will possess excellent verbal and written skills, familiarity with mass and electronic communications, basic graphic design skills, and knowledge of website maintenance (current GPSG website is hosted by WordPress).

Candidates should highlight their past and current involvement at IU or former institutions of higher education.

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 2017-May 2018).

NOTE: The GPSG Communications Coordinator may NOT concurrently hold positions at IU as Associate Instructors, Graduate/Research Assistants, or be committed to other full-time work.

REMUNERATION:

The GPSG Communications 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 the Summer 2018 session, excluding non-remittable fees; subsidized Student Academic Appointee Mandatory Health Insurance and a \$12,500 stipend distributed in equal payments over 10 months.

The GPSG Communications Coordinator may work a maximum of 75 summer hours during Summer 2017 and a maximum of 75 hours during Summer 2018. This is at a paid rate of \$12.50/hour. *Note: The majority of summer hours will be used for training in April/early May and then extensively during the first weeks of August leading up to fall orientation week. As such, the GPSG Communications Coordinator may work remotely during the summer but should plan to be back in Bloomington full-time by early August.*

This Student Academic Appointment (SAA) is considered taxable income.

HOW TO APPLY:

Interested parties should submit the following application materials **in a single PDF file** by **11:59pm on Saturday, March 11th, 2017** electronically to the GPSG Staff Search Committee at iugpsg@indiana.edu:

1. Cover letter
2. Resume with 2 references
3. Writing Sample: Respond the following sample prompt. Do not exceed 300 words.
“At the most recent GPSG Assembly, a resolution passed (46-YES, 5-NO, 13-Abstain) regarding Title IX Policy Training for ‘responsible employees’ which include many IU Graduate and Professional Students who serve as Associate Instructors. Those who voted ‘NO’ or abstained from voting expressed concerns that such training could trigger traumatic episodes for some students. A member of the Indiana Daily Student (IDS) emailed GPSG for a statement about the resolution to publish in the newspaper. Respond accordingly.”
4. Digital Flyer: Create a mock digital flyer (PDF) for departments and/or social media for the following sample GPSG event. You are free to manipulate the data and information as you see best for marketing purposes. The GPSG logo is available on our website.
 - GPSG New Grad Student BBQ
 - Cascades Park (2851 N. Old State Rd 37, Bloomington)
 - Sunday, August 27, 2017, 12pm-3pm
 - Children and pets welcome. Vegetarian options.

NOTE: All materials included with your application should be your own work product, created and completed by you alone.

Applicants will be vetted by the GPSG Staff Search Committee. Select candidates will interview with the GPSG Executive Committee and a decision made as quickly as possible in early April.

Questions: If you have any questions regarding the position, contact the GPSG at iugpsg@indiana.edu.