SUMMARY

Title: GPSG Community Development Coordinator

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

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 Community Development Coordinator for the 2017-2018 academic year.
DUTIES AND RESPONSIBILITIES:

GPSG Calendar and Scheduling

- Create and distribute the “GPSG Master Calendar”
  - At the start of each semester, choose dates/times for all GPSG meetings and events, as fit with the IU calendar and GPSG Executive Committee availability
  - Distribute internal calendars to GPSG Executive Committee members
  - Maintain and regularly update the GPSG “Calendar” page on the website
- Schedule and reserve spaces for all GPSG events
- Work with the GPSG Communications Coordinator to provide event information, set marketing timelines, and aid in marketing

GPSG Programming

- Serve as the primary host for all GPSG events, delegating tasks as appropriate
  - Brainstorm and develop innovative, relevant, and varied programming for a diverse body of IUB graduate and professional students
  - Collaborate with IU Graduate Student offices to create, organize, and execute a week-long schedule of academic and social events the week of August 14-21, 2017
  - Work with the GPSG President and GPGS Communications Coordinator to plan and run a full-day GPSG Executive Fall Training Retreat
  - Create, organize, and execute a minimum of 3 GPSG monthly events
    - Plan recurring monthly events (GPSG Social Hours and Bagel Hours)
    - Develop supplemental events as appropriate that are inclusive of cultural diversity, family-friendly values, graduate student academic and career support, and GPSG’s advocacy efforts
  - Host a minimum of 3 GPSG Events during National Graduate Appreciate Week, the first week of April
- Coordinate with local and campus venues to plan menus, order catering, and reserve equipment for all GPSG events
- Work with the GPSG Treasurer to submit University hospitality requests, collect receipts, and turn in documentation of GPSG programming expenses for the GPSG Budget
- Chair the GPSG Programming Committee which consists of members of the GPGS advocacy committees dedicated to advocacy programming

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 be highly organized, possess excellent verbal communication skills, work well in a close team environment, show evidence of being a self-starter, and have administrative experience. Familiarity with Indiana University operations and Bloomington venues preferred.

Candidates should highlight past and current event planning and administrative experience, particularly as related to working with students 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 Community Development 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 Community Development 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 Community Development 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 Community Development 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. Sample Event Plan: GPSG has a $1,000 budget for a beginning-of-the-year kickoff event to engage new graduate and professional students. Brainstorm and develop an event. (This does not need to be written in paragraph form. Please organize it as you see best.)
   o Explain your vision for the event as it fits into GPSG’s mission.
   o Choose a date, time, location, venues, caterers, etc. (These should be based on real locations and venues on campus or in Bloomington.)
   o List a detailed timeline explaining what steps you would take in the months/weeks before the event and on the actual date of the event for it to be successful. You may delegate tasks as you see appropriate.
   o Include a simple budget proposal and plan/timeline to promote the event with the GPSG Communications Coordinator.

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.