SUMMARY

Title: Communications Coordinator

Position: Academic Year, Student Academic Appointment, plus summer hours.

Duration: Summer 2016 (up to 150 hrs), Fall 2016; Spring 2017

Position Open to: all full-time IUB masters and PhD students

Remuneration: $12,500 stipend, health insurance and subsidized student health insurance, plus, at least 75 summer hours at $12.50/hour.

Sponsoring Units: GPSG and University Graduate School

Application Deadline: Saturday, March 5, 2016 11:59pm

The Graduate and Professional Student Government (http://www.indiana.edu/~iugpsg/) serves over 10,000 graduate and professional students at IU Bloomington through providing academic support, advocacy, community-building and resources. The GPSG seeks applicants for the position of Communications Coordinator for the 2016-2017 academic year.

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

- Act as the primary point of contact for the GPSG by responding to e-mail and phone inquiries from current and prospective students, faculty, administrators, and the public.
- Design and order any GPSG promotional items, brochures, information cards, etc. to be distributed to graduate students during orientation and throughout the year at GPSG programs and events.
- Communicate with graduate department secretaries to coordinate GPSG presentations at each department’s new graduate student orientation. Assist other Executive Committee members in carrying out graduate student orientation events.
- Work with the Community Development Coordinator to plan and coordinate invitations for the Annual GPSG GradFair.
- Maintain GPSG’s social media presence (Twitter, Facebook, Instagram, etc.).
- Maintain and regularly update the GPSG website, posting information for GPSG Assembly members, blog posts and announcements, and managing content for
various GPSG topics (e.g., health insurance, awards and grants, graduate student resources, etc.).

- Design and distribute a weekly electronic newsletter (“GPSG Weekly E-News”) to the graduate student body consisting of announcements and events emailed to the GPSG, as well as searching for events online.
- Assist GPSG Awards Officer in communicating with award applicants and winners. Maintain current awards information on the website and within awards applications.
- Communicate with department secretaries and graduate student association leadership to fill seats in GPSG General Assembly.
- Work with GPSG President to create agendas for various meetings. Distribute agendas electronically to GPSG Assembly and Executive Committee members. Attend, take attendance, and give reports at monthly GPSG Assembly meetings.
- Write and distribute press releases when appropriate.
- Work to increase awareness of GPSG in the graduate and wider IU communities by brainstorming and implementing creative awareness-building efforts.

The Communications Coordinator serves on the GPSG Executive Committee, assisting special projects and programs as requested. In addition, the Communications Coordinator’s graduate student orientation week responsibilities require some summer hours, to be divided between the outgoing and incoming Coordinator (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.

REMUNERATION:
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 $12,500 stipend.

The Communications Coordinator may also work as many as 150 summer hours at a paid hourly rate of $12.50/hour during the summer 2016.

The assistantship 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 5th, 2016** electronically to GPSG Communications Coordinator Jessie Mroz at iugpsg@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 GPSG, through this position, within the Indiana University community during the 2016-2017 academic year.

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

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