



THE UNIVERSITY OF ARIZONA

Graduate & Professional
Student Council

Graduate and Professional Student Council (GPSC) Communications & Media Director

Position Title: GPSC Communications & Media Director

Department: Student Governance and Programs

College/Division: Graduate and Professional Student Council (GPSC)

Tentative Dates of Employment*:

- **Job Start Date:** July 1, 2018

- **Job End Date:** June 30, 2019

* Actual dates of employment may vary.

Position Summary: The position is responsible to the Graduate and Professional Student Council (GPSC). The GPSC seeks a friendly, service-oriented graduate or professional student to help support and maintain communications and social media platforms. The Director is responsible for the maintenance of website content, public calendar, mailing lists, social media campaigns, and providing triage style tech support. The Director will work closely with the GPSC Executive Board, designated committee, and other GPSC personnel to ensure effective use of GPSC's technological resources.

Work Schedule: Part-Time

Number of Hours per Week: 5-7 hours per week, as needed. Actual workload may vary.

Compensation: \$15.00/hour; No benefits or tuition reimbursement provided

Application Requirements:

- Position open to all University of Arizona Graduate and Professional Students
- Candidates must be in good academic standing as defined by the Graduate College
- Candidates must be enrolled for courses during the 18/19 Academic Year

Minimum Deliverables:

- Maintain GPSC website, mailing lists, and social media accounts with accurate and updated information
- Attend GPSC functions, including meetings, socials, etc., to document events and update platforms

Duties and Responsibilities:

- Maintain the GPSC website, calendar, mailing lists, and social media accounts
- Schedule and attend meetings with UITS/SASG regarding website maintenance
- Strategize with directors of GPSC grant and event programs to create effective campaigns
- Attend GPSC functions to document on website and social media
- Meet regularly with members of the GPSC, as designated by the GPSC President

Minimum Qualifications:

- Registered UA graduate or professional student
- Strong organization, time-management, and attention to detail
- Strong written and verbal communication skills
- Ability to work effectively in an autonomous position
- Proficiency in Adobe Creative Cloud Suite
- Experience in website and listserv management



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Desirable Qualifications

- Professional experience
- Experience managing websites and developing web content
- Background in graphic design