**SUMMARY**

**Title:** GPSG Communications Coordinator

**Position Type:** Appointed Coordinator

**Designation**: May 1, 2025 - April 30, 2026

**Position Open to**: All full-time IU Bloomington graduate and professional students for the 2024-2025 school year (including those already on SAA1)

**Remuneration**: $3,000 fellowship ($1,500 per semester)

**Sponsoring Units**: GPSG and University Graduate School

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

**Application Deadline**: Friday, March 21st, 2025 by 11:59pm; applicants may be asked to sit for an interview.

**Submission Instructions**: In a single pdf file, submit all materials to the GPSG Communications Coordinator (iugpsg@iu.edu). Save your application for the GPSG Communications Coordinator with the following naming convention: CC\_Lastname\_Firstname

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.

*NOTE: Applicants are encouraged to apply to all positions of interest. Once an individual is selected for a position, they will no longer be eligible for subsequently filled positions. GPSG positions will be filled in the following order: President, Vice President, Treasurer, then Hired Staff and Appointed Officers.*

**TASKS 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
* Maintain and update GPSG Canvas account and user sections, messaging, and announcements
* Serve as the primary liaison between GPSG and all graduate department secretaries
	+ Coordinate GPSG presentations at 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 Representative Elections*

* Produce and oversee Fall representative elections for all graduate/professional departments
* Using Qualtrics or Google Forms, create a platform for those running and those voting to inform themselves and vote accordingly
	+ Build closed voting platforms for each department
	+ Solicit departments for candidates
	+ Check manually for voter fraud issues
	+ Notify candidates of results
	+ Keep updated master list of representatives and proxies for the year

*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.*

**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. They should also work well in a close team environment as well as have a high degree of autonomy.

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

**HOW TO APPLY:**

Interested parties should submit the following application materials **in a single PDF file** by **11:59pm on Friday, March 21st, 2025** to the Communications Coordinator (iugpsg@iu.edu) Save your application for the GPSG Communications Coordinator with the following naming convention: CC*\_Lastname\_Firstname*

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. Use the below information, and include other relevant details (food, activities, etc.) as you see best for marketing purposes. The GPSG logo is available on our website.
	* GPSG Annual Field Day
	* Bryan Park
	* Saturday, April 13, 2024, 11am-1pm

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

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