

Seeking Applicants for Graduate Student Assistant To Work on Event Planning & Communications

Title: Graduate Student Assistant – Half-time
Department: College of Engineering Graduate Education

Position Description:

This position will assist the Graduate Education team with the planning and execution of events, sending email communications to prospective graduate students, making website updates, drafting content for web and print, and other needs. This position may also assist with interviewing students and alumni for spotlight features and various data tracking.

This appointment will be a 50% appointment (20 hours per week). Specific working hours will be set in consultation with the student, but are expected to be during typical working hours. Some after hours and weekend work will be required. This position is to begin as soon as possible and continue through next spring (Spring 2021), including this summer. Further continuation is contingent upon continued needs and the student's performance.

Qualifications / Required Skills:

- Pursuing a graduate degree at Purdue University
- Expected graduation May 2021 or later (later is preferred)
- Knowledge of event planning, marketing communications, and/or student recruitment
- Experience with web applications/updating websites
- Proficient in Microsoft Word and Excel. Experience with survey tools (Qualtrics) is beneficial
- Strong organizational skills
- Excellent communication skills (writing, speaking, and listening)
- Self-motivated. Able to work independently as well as with a team
- Able to handle confidential information with discretion

Anticipated Start: January or February 2020

Compensation: Compensation for the position is at the annual rate of \$21,600/yr while on a half-time appointment, plus tuition remission. Actual salary received will be pro-rated based upon start date.

To Apply: Please send to Dr. Janet Beagle (jbeagle@purdue.edu) by **5:00 p.m. January 8th**:

- Resume or CV
- Cover letter. Include details of any experiences with event planning, websites, email campaigns, and other communications.
- Interview a current Purdue graduate student (any discipline) and write a 1-page graduate student profile that could be posted to the web. Style/format is up to you. Audience is prospective graduate students and others looking to learn more about graduate students at Purdue.