**GSA Communications Manager**

June 7, 2016

University of Maryland, Baltimore County

Office of Graduate Student Life

**GSA COMMUNICATIONS MANAGER – GRADUATE ASSISTANT POSITION, 20 hours a week – AY 2016-2017**

The Office of Graduate Student Life (OGSL) is operated by the Graduated Student Association (GSA) to meet the needs of graduate students as they pursue degrees at the master’s and doctoral levels in all disciplines at UMBC.

**The successful candidate MUST be eligible for Federal Work Study, determined by the student’s FAFSA (must be a U.S. citizen or a Permanent Resident)**

This graduate assistantship is the manager for all communications between GSA, OGSL, graduate students, and the greater UMBC/Baltimore community. This includes e-mail inbox management, updating social media *(Facebook, Twitter, Instagram and the MyUMBC portal),* and co-managing the GSA website *(recently formatted in WordPress and Google).* This GA manages logistics of all GSA events (catering, room reservations, scheduling), including monthly Senate meetings and social hours, National Graduate Student Week (spring), the 39th Graduate Research Conference, and special events (i.e. Fall Welcome Picnic, GSA Awards Banquet).

**Job Duties**

• Recruits and work closely with Travel and Grants Research Coordinator who manages all community service requirements which graduate students must complete when receiving GSA travel/research grant funding.

•Works alongside the Executive Administrative Assistant to manage the GSA budget/receipt book and reconcile the budget.

•Creates and implements frequent feedback structure such as surveys, links to information on and off campus and discussion boards that focus on graduate student issues.

•Brainstorms and generates new avenues to simplify processes that affect graduate students.

•Receives information/issues from graduate students and quickly creates solutions readily available to graduate students.

•Trouble shoots daily technical, research and processes for continued superior customer service and creates a culture of “how can GSA help solve this issue?”

•Tracks attendance of GSO and Program senators at GSA Senate meetings.

•A positive attitude, strong time management skills, and a sense of humor are advantageous.

•Collegially supports and assists the GSA Executive Administrative Assistant, the Communications Manager, and the Travel & Research Grants Coordinator.

•Other duties as assigned (e.g. assisting with the Graduate Research Conference).

**Qualifications and Requirements**

•This graduate assistantship requires knowledge of computer databases, website management, project management, reservations systems and systems processes.

•This position requires design, trouble-shooting, research, and analysis as well as the ability to work alone and on a team.

•The GA in this position should have a background in the following topics: project management, information management, emerging technologies, recruitment and customer service.

•Must have flexible availability throughout the week to participate in committee meetings and GSA/OGSL events.

•Strong interpersonal, analytical, oral and written communication skills required; conflict resolution skills desired.

•Knowledge of Word, Excel, PowerPoint, and Google applications.

•A commitment to diversity and team building is essential.

•Bachelor’s degree, full-time enrollment in a UMBC master’s or doctoral degree program & be in good academic standing with The Graduate School.

•May not hold a doctoral degree or have UMBC adjunct faculty status.

•A positive attitude, strong time management skills, and a sense of humor are advantageous.

**OGSL Expectations**

•Serves as a member of the OGSL and assists the OGSL & GSA in its mission of supporting and promoting graduate students.

•Collaborates with the OGSL team & GSA Executive Board to implement GSA’s mission.

•Attends weekly OGSL team meetings, monthly Senate meetings, GSA Social Hours, Graduate Student Week events, the Graduate Research Conference, and The Graduate School events. Works 20 hours per week staffing the office.

•Maintains and develops knowledge of the Graduate Student Handbook, The Graduate School policies, and GSA policies.

This is a 20-hour/week assistantship including tuition remission for Fall and Spring, stipend for Fall and Spring AY 2016-2017 and GA health insurance.

*Please follow application instructions carefully. Your application will not be reviewed unless all of the following materials are submitted electronically:*

**Electronically submit:**

• Your resume in PDF
• Your unofficial UMBC transcripts if already an enrolled UMBC graduate student OR official
transcripts of other universities attended if a newly admitted UMBC graduate student
• Application letter in PDF
• Contact information for faculty reference (Name, Title, Address, Email, Phone) to:
Dawn L. Galindo

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