

Graduate Student Council (GSC) Communications Director

What it's all about: Encouraging the AUP graduate student community to actively participate in events both on campus and in Paris. Duties include reinforcing and enhancing the graduate student community, managing the graduate student lounge and orchestrating details of on-campus events in conjunction with executive board peers and administration.

The Main Responsibilities:

- Streamline news in collaboration with the USC Communications Director, the Office of Student Affairs, the University's Communication arm, student orgs and academic departments.
- Promote transparency and access to information via email, social media, and regular contact with constituents especially a weekly digest email.
- Promote all GSC events and initiatives via online social media networks, especially Facebook
- Work actively with other executive board members to produce advertising for events and handle much of the logistical details for initiatives including: weekly Happy Hour, annual Boat Party, Career Talks, Graduate School of Global Studies Lecture Series
- Meet regularly with the entire SGA team (time and frequency to be determined each semester based on academic schedules)
- Manage graduate lounge amenities, especially coffee, tea, milk, sugar.
- Assist and collaborate with clubs, committees, senators, students, faculty, and staff to request room reservations, order supplies and prepare for student-planned events
- Serve as the SGA executive liaison for logistical needs to various University departments, including Student Affairs, ITS, Building Services, Outreach and Advancement, Alumni and Registrar's Offices
- Work actively with Social Director to ensure proper attendance at events.
- Maintain information and transition manual for present and future SGA

The Perks:

- €400 stipend each semester
- €500 Orientation payment each semester
- Monthly phone stipend
- Access to the SGA Office, including a workstation, printing rights and a university phone line.

The Recommended Skills:

- Resourceful and creative person who is independent, improvises well and takes initiative.
- Detail-oriented individual comfortable in a fast-paced environment.
- Strong interpersonal skills to collaborate with a wide network of offices and constituencies.
- Skilled networker comfortable and confident interacting with peers and professionals.