

Graduate Student Council (GSC) Social Director

What it's all about: Encouraging the AUP graduate student community to participate in social events on campus and in Paris.

The Main Responsibilities:

- Coordinate weekly Cocktail or Happy Hour Get-Togethers for graduate students and other parties (e.g. Admissions, the Dean, the President) when appropriate. Coordinate monthly social-cultural activities in and around Paris.
- Coordinate social and academic events specific to graduate students. To include: GSC Alumni Networking Reception and Brunch, the NGO Awareness Holiday Fair, the Graduate Garden Party, Boat Party, and the Graduation Gala/Event.
- Promote GSC events and initiatives via online social media networks, including Facebook and Twitter, in coordination with the GSC Communications Officer.
- Collaborate with the USC Communications Director, , the Cultural Programs Office, the Graduate Student Senators, and the graduate student body.
- Establish working relationships with area business owners in order to promote AUP, the graduate body, and create value between the students and the businesses in the 7th arrondissement.
- Attend regularly scheduled Senate and GSC meetings. Coordinate with the USC Social Director on necessary projects.
- Co-chair the Social Committee with the USC Social Director to bring students a variety of social and cultural events throughout the year. Be available to chair and attend additional committees in relation to social events and GSC events.
- Meet with entire SGA Team and the Assistant Dean of Student Affairs weekly (time to be determined each semester based on academic schedules).
- Work all joint USC/GSC co-sponsored events
- Hold five office hours split between SGA Office and Graduate Student Lounge each week during the academic year.
- Promote transparency and access to information via email, social media, and contributions to "The Graduate" newsletter.
- Participate in SGA trainings and retreats and transition training with new SGA team in May.
- 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:

- Strong interpersonal skills to collaborate with a wide network of offices and constituencies.
- Talented at networking among both students and professionals.

- Resourceful and creative when planning events – able to improvise to work within budget constraints.
- Fluency in French is a plus.