

## **Program Coordinator for Graduate Studies**

This GA position enhances graduate student learning experiences through the coordination, administration, and execution of graduate programming for internal and external audiences (e.g., current students in our programs, prospective graduate students, undergraduate students who might benefit from graduate programming, working professionals in the community, etc.). This GA position reports to the Assistant Director of Graduate Programs.

### **Responsibilities**

#### **Event Planning and Coordination**

- Provide frontline coordination, logistics, support, and follow-up for graduate academic programming and logistics (e.g., expert talks, program community recruitment events, specialized programming, CLP events, etc.).
- Liaison with internal stakeholders for event recruitment, marketing, calendar updates, and advertisement across targeted communication channels.
- Manage logistics for on-site and/or virtual events.
- Track attendance, engagement metrics, and pre/post event outcomes assessment.

#### **Create and Coordinate Events and Programming for Community and Employee Engagement**

- Design, coordinate, and attend events and programming that position professional and graduate certificate programming as viable options for early- and mid-career professionals throughout the Greenville area.
- Plan, promote, and facilitate recruitment events with a focus on reaching early and mid-career learners.
- Represent graduate programs at select industry events, conferences, community settings, and workplace settings.

#### **Communication and Outreach**

- Develop and distribute newsletters, announcements, and student communication to targeted internal and external stakeholders.

### **Qualifications**

- Experience and/or interest in event planning, recruitment, outreach, workforce development, marketing, or higher education administration.
- Excellent interpersonal and communication skills, including the ability to engage with students, faculty, and business and industry stakeholders.
- Strong organizational and project management skills with the ability to manage multiple events and deadlines and collaboratively work with multiple offices (e.g., marketing, program directors/coordinators).

**Expected weekly hours:** 15-20 hours/week

**Pay rate:** \$20/hour