Graduate School Ambassador

Social Media Coordinator

This position is 20hrs/week and yields a 6-credit tuition waiver and $2500 stipend/semester. A successful applicant for this position will have experience in design, layout, and a passion for social media, creativity, online and F2F communication. Duties generally include:

1. **Online Management**
   - Serve as the Social Media Coordinator for the Graduate School
   - Maintain an active and engaging Graduate School Social Media presence
   - Research online media options for the Graduate School
   - Collaborate with SUNY New Paltz’s Social Media Manager
   - Coordinate with GAs in other departments to create a listing of graduate events for online promotion
   - Assist with website management
     - Update the Graduate School website as needed
     - Maintain events calendar in *Ellucian Recruit* and on our website
     - Provide online research for the Graduate Dean, Director, and Recruiter/Advisor
     - Work on web projects as assigned by the Director

2. **Recruitment**
   - Advertise our recruitment activities via Social Media and in as events in *Ellucian Recruit*
   - Assist with recruitment correspondence via *Ellucian Recruit*
   - Create events within *Ellucian Recruit*
   - Present at on-campus events (open house, job fairs, info sessions, tabling etc.)
   - Assist in revising existing and designing new recruitment power point presentations
   - Work with Design Services to coordinate our Design and Print Requests

3. **Graduate Admissions Assistance**
   - Run application reports via *Ellucian Recruit*
   - Maintain application information within *Ellucian Recruit* and Banner
   - Scan & Index graduate applications, etc.
   - Provide administrative and reception assistance as needed
   - Assist with applicant correspondence

4. **Documentation & Project Management**
   - Maintain the Graduate Ambassador Handbook
   - Update administrative procedures
   - Update advertising procedures for Recruitment and Open House
   - Incorporate research, projects and assessment
   - Working with the Director, identify and develop either a term or year-long project that will define his/her experience as a Graduate Ambassador.
   - Provide an end-of-term summary of accomplishments to the Director

**To Apply:** submit a resume and letter of interest to gradschool@newpaltz.edu