

## **Cratis D. Williams School of Graduate Studies Graduate Assistantship / Graduate Student Life Associate**

The Cratis D. Williams School of Graduate Studies seeks a full-time (20 hours per week) Graduate Assistant for the 2025 Fall Semester, with a start date of August 11, 2025, or as soon as possible thereafter (with continuation possible for following semesters). The pay rate is \$17.50 per hour.

The Graduate Student Life Associate will support the operations of the Graduate Student Life team in the Graduate School and will work collaboratively to aid in the success of enrolled graduate students. This position will have a strong emphasis on digital content management and event marketing. The ideal candidate will have strong communication skills, social media and/or podcast experience, and be able to contribute to ideas for graduate student professional development and event programming.

### **Priority responsibilities:**

- Assist with the Graduate School's social media campaign and development of other promotional materials.
- Develop strategy and content ideas for a new podcast initiative, produce podcast episodes, edit audio, and analyze audience engagement.
- Assist with event planning, coordination, and resource management.
- Attend and help facilitate designated events.
- Create and contribute to a monthly newsletter to inform of Graduate School highlights and upcoming events for students.
- Serve as a liaison for event personnel (presenters, panel members, etc.).
- Create, update, and monitor event documentation.
- Assist with commencement and diploma coordination.
- Assist with other tasks, as needed, for the Graduate School office, including staffing the front desk and other tasks that utilize the candidate's skill sets.

### **Preferred skills and attributes:**

- Social media expertise
- Podcast experience producing episodes, editing audio, and researching content (if no training or formal experience in this area, an interest in learning and producing podcast content would be helpful)
- Outstanding written and verbal communication skills
- Desire to enhance graduate students' success
- Ability to work collaboratively and share ideas
- Excellent attention to detail
- Personable demeanor while interacting with graduate students, faculty, staff, and the general public

### **Application instructions:**

To be considered for an interview, please send a cover letter outlining your interest in the position and a resume to Maureen Cathey, Director of Graduate Student Life, at [catheyme@appstate.edu](mailto:catheyme@appstate.edu).