POSITION WILL WORK IN THE EXTERNAL RELATIONS AREA OF THE GRADUATE SCHOOL TO SUPPORT THE DIRECTOR OF COMMUNICATIONS AND THE ASSISTANT DIRECTOR FOR OUTREACH AND RECRUITMENT.

Job Responsibilities:

COMMUNICATION & MARKETING

- Schedule social media posts, monitor mentions and conversations pertaining to the Graduate School’s social media strategy
- Prepare metrics analyzing the success of social media campaigns and efforts
- Produce, film and edit video content for marketing and student support campaigns
- Conduct research to support marketing and communication campaigns
- Assist in the production of various other marketing and communication campaigns, including marketing collateral, newsletters and magazines
- Develop digital modules for new graduate students
- Manage various projects in support of recruitment

Required Qualifications:

- Knowledge and experience of effectively using a variety of social media platforms
- Knowledge and experience with video editing software and tools
- Ability to serve a diverse student population and The University of Texas at Austin community
- Strong oral and written communication skills
- Ability to think critically and problem solve complex situations
- Status as a graduate student enrolled in at least 9 hours during the fall semester

Preferred Qualifications include:

- Background education and/or experience in any field(s) related to:
  - Marketing
  - Film production
- Proficiency using video software including Final Cut, Adobe Creative Suite
- Training in communication

Terms of Employment:

- Assignment starting September 1, 2019 and continuing through January 15, 2020. Possible renewal for Spring 2020, dependent on performance and/or at the discretion of the Assistant Dean for Graduate Studies.
- Half-time position (20 hours/week) at an expected rate of $20 an hour
- Hours are expected to be completed during Graduate School operating hours [8 a.m. - 5 p.m.]

Graduate Assistant Job Benefits: The selected candidate will become benefits eligible and qualify for the in-state tuition rate during the course of employment.