



Graduate and Professional Student Association

The Pennsylvania State University

315 HUB-Robeson Center

University Park, PA 16802

GPSAExec@psu.edu

gpsa.psu.edu

Part-Time Communications Internship

The Penn State Graduate and Professional Student Association (GPSA) is looking to hire a student Communications Manager for the 2017-'18 academic year. The student will be asked to work approximately 6 hours per week, which may include evening and weekend hours at GPSA events. Responsibilities of the position will include:

- Attending biweekly Wednesday GPSA meetings and writing meeting recaps for the GPSA Newswire and the GPSA homepage, gpsa.psu.edu.
- Maintaining GPSA social media accounts (Facebook, Twitter, etc.)
- Working with the GPSA Secretary to distribute information about upcoming events
- Holding regular office hours in the GPSA Office (315 HUB-Robeson Center)

Preference will be given to candidates who can also fulfill some or all of these additional job responsibilities:

- GPSA website management and development (Wordpress experience is desirable)
- Developing promotional materials such as flyers, handouts, or banners for events
- Graphic design, photography, photo editing, and/or video production

Ideal candidates will be organized, demonstrate attention to detail, and possess strong writing skills. Applicants should have a general interest in student affairs at Penn State. The Communications Manager will be paid at an hourly rate corresponding to a similar wage payroll position with Penn State student affairs. This position is initially for the Fall 2017 semester, with a strong possibility of being re-hired for the spring if the student performs well in the role. The Communications Manager will report to the GPSA Executive Board. Both undergraduate and graduate students may apply for this position.

In order to apply for this position, please email a current résumé and cover letter to gpsaoffice@gmail.com, using the subject line "GPSA Communications Manager Application." Applications will be taken on a rolling basis until the position is filled. Candidates who are contacted for an interview should be prepared to submit 1-2 writing samples.

Please direct all questions about this position to gpsaoffice@gmail.com.