Department:  Dean’s Office, College of Liberal Arts

GA position:  Engagement Coordinator

Supervisor:  Jennifer Keller, Assistant to the Dean

Job description:  The Engagement Coordinator’s primary responsibility is to create a vital online presence for the College of Liberal Arts through department blogs, facebook pages, websites, and other social media platforms. This presence should reflect and promote the college’s commitment to engaging alumni and friends of the university, to providing programming and expertise to external constituents, and to providing powerful pedagogies to SRU students.

Job Functions/Responsibilities:
- Evening and weekend work is required to document the events produced by departments in the college, spanning co-curricular activities in the fine and performing arts, the humanities and the social sciences.
- Edit, and post photography and video of college events
- Write and post for department blog pages
- Communicate directly with department chairpersons and faculty to invite external constituents to events, maximizing the college’s efforts to provide programming and expertise to campus and community members
- Communicate directly with WSRUTV to submit calendar dates of events for possible coverage

Desired Qualifications:
- Excellent communication and interpersonal skills
- Ability to work independently, demonstrating initiative and creativity
- Experience in digital photography, video editing, digital marketing, and writing for the web
- Demonstrate a strong understanding of the value of the Liberal Arts in a college education
- Excellent time management skills and follow through

Graduate Student Outcomes:
- Build a digital portfolio documenting community engagement
- Develop marketing skills to attract prospective and current students to co-curricular events
- Develop writing skills with a focus on CLA engagement with friends, alumni, students and community

Supervisor’s expectations:
- Work 17.5 hours per week, including evening and weekend hours to cover events
- Execute required tasks on a timely basis and produce high-quality work
- Display a professional manner with excellent communication skills
- Computers and all technology equipment will be provided by the college