## College of Liberal Arts

<table>
<thead>
<tr>
<th>Department:</th>
<th>Dean's Office, College of Liberal Arts</th>
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<tbody>
<tr>
<td>G.A. Position:</td>
<td>Engagement Coordinator</td>
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<tr>
<td>Supervisor:</td>
<td>Assistant to the Dean</td>
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</tbody>
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### Job Description - Present a one paragraph description of the purpose for this position.

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 - List the duties this graduate assistant will be expected to perform.

- 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 – List the experiences and/or abilities you wish an applicant for this position to have.

- 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 - List the skills/abilities the graduate assistant can expect to learn in this position.

- 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

### Appropriate SRU Graduate Majors – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the

- English Writing
- History
- MBA
job description and the expected learning experiences.

**Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.**

- 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

**Supervisor's address:**

Jennifer Keller 311 Spotts World Culture Building
Slippery Rock University, PA Slippery Rock
United States

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