# Graduate Student Engagement & Events Manager

**higheredjobs.com**/search/details.cfm

**Description**:
**Position Announcement - Graduate Student Outreach and Events Manager**

Georgia State University, one of the world's leading academic institutions and nationally recognized for its innovation in student success, invites nominations and applications for the position of Graduate Student Outreach and Events Manager at the J. Mack Robinson College of Business. Robinson is focused on reimagining innovation with a mission to prepare people from all backgrounds to lead, innovate and grow their potential to advance in business and society. The Graduate Recruitment & Student Services Office is located at the Georgia State University - Buckhead Campus.

The Graduate Student Outreach & Engagement Manager will play an integral role in supporting a growing graduate business student community (1600 strong) across the portfolio of 15 graduate programs. The diversity of programs enables Robinson to offer one of the largest and most dynamic portfolios of any business school in the U.S.

Reporting to the Associate Director of Admissions and Operations, this position will be part of a team supporting the graduate student lifecycle with a focus on operations, yield, onboarding, communications, outreach, student support and reporting. Located in our Buckhead Atlanta Campus, the Graduate Student Outreach and Events Manager will join a team of high-performing, forward thinking, higher education professionals who work collaboratively to guide and support students from first interest through graduation.

**Major responsibilities:**
* **Yield and Onboarding:**Develop and coordinate multiple in-person and live virtual orientation events each year to yield and onboard new graduate students. Serve as primary point of contact for new students. Conduct regular outreach to new students regarding onboarding next steps and connect students with appropriate campus stakeholders.
* **Culture and Community Event Support:** Coordinate and support student engagement initiatives through: budget management, event registration, tracking and promotion, venue choice, contract facilitation, food and beverage invoicing, promotional item orders, etc.
* **Communication Outreach and Content Creation:**Create, maintain and deliver communication outreach and content (utilizing multimedia techniques) for various stages of the student lifecycle utilizing tools such as 12Twenty, Slate, NovoEd, CampusReel, AI Chatbot, etc.
* **Cross-functional collaboration:**Collaborate with various departments, faculty and staff to

create a seamless, integrated and holistic yield, onboarding and student engagement experience. Work across departments to maintain yield and onboarding portals with current information and resources for admitted and deposited students and organize onboarding events
* **Relationships building and stakeholder management:** Establish and maintain effective working relationships with students, faculty, staff, campus departments and vendors. Leverage relationships to support a successful yield and onboarding of new students
* **Reporting and Operations:**Develop, administer and analyze evaluations/questionnaires, and prepare reports for various stakeholders. Manage and regularly update team event calendar. Identify new ways to simplify, systemize and streamline efforts across the team.

**Work Schedule:**This position requires regular on campus, in person availability to support the student population. This role is required to work a few Saturday events throughout the year with scheduling flexibility provided as appropriate.

**Disclaimer:** This job requisition provides a high-level job definition. It is not intended to provide a comprehensive or exclusive list of job duties. As such, job duties and/or responsibilities within the context of this job requisition may change at the discretion the employee's direct supervisor.

**Qualifications**:
* Bachelor's degree a must with 3 years of related experience required.
* Working knowledge of orientation, onboarding and events in a university environment
* Strong project management skills and attention to detail
* Tech savvy, multi-media skill-set a must;
* Experience planning events and creating communication and content preferred
* Ability to use initiative and discretion in dealing with new students during the student lifecycle
* High personal standard of customer service, professionalism and maturity required
* Strong interpersonal skills to work effectively and diplomatically with graduate level students
* Excellent verbal and written communication skills; ability to make group presentations and influence others
* Ability to make independent decisions, problem solve and take appropriate action
* Experience interacting with individuals from various social, cultural, economic and educational backgrounds
* Ability to think creatively and bring new ideas to the forefront.

Position may also assume other duties as assigned

**College/Business Unit:** Robinson College of Business

**Department:** Office of Premium/Executive Programs

**Location:** Atlanta Campus

**Shift:** 8:30am - 5:15pm may vary

**Salary:** $55,100 - $69,000

**Pay Grade:** 19

**FLSA Status:** Exempt

**Job Type:** Full Time (Benefits Eligible)

**Preferred Hiring Qualifications:**
Master's degree Preferred, proficiency in tools such as 12Twenty, Slate, NovoEd, chatbots, and/or CampusReel a plus

- Demonstrated ability to analyze data and trends and create actionable solutions and strategies.
- High personal standard of customer service, professionalism, and maturity.

**Additional Preferred Qualifications:**
N/A

**Special Instructions:**
**To be fully considered for this position, all candidates must submit the following at the time of submission:**

- A complete and accurate GSU application
- Resume
- Cover Letter

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**Georgia State University Values**COMMUNITY: Fostering a distinctive shared identity and common purpose across our multi-campus university, IDENTITY, PLACEMAKING & BELONGING: Respecting the dignity and value of all people and perspectives through honorable conduct based on engagement, fairness, access, and civility, TRANSFORMATION: Intentionally pursuing knowledge, practice, and scholarly rigor to inspire lifelong learning, and to make our community and the world a better placeINTEGRITY: Adhering to our values, mission, and the truth through respectful cooperation and effective stewardship of resources, EXCELLENCE: Achieving the highest standards and distinction in teaching, research, and service, STRATEGIC INNOVATION: Embracing invention and creativity in the pursuit of meaningful discovery using our collective talents **USG Core Value Statement**The University

System of Georgia is comprised of our 25 institutions of higher education and learning, as well the System Office. Our USG Statement of Core Values are Integrity, Excellence, Accountability and Respect. These values serve as the foundation for all that we do as an organization, and each USG community member is responsible for demonstrating and upholding these standards. More details on the USG Statement of Core Values and Code of Conduct are available in USG Board Policy 8.2.18.1.2 and can be found on-line at https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct Additionally, USG supports Freedom of Expression as stated in Board Policy 6.5 Freedom of Expression and Academic Freedom found on-line at https://www.usg.edu/policymanual/section6/C2653.

**Equal Employment Opportunity**Georgia State University is an equal opportunity employer with regard to veterans and individuals with disabilities and prohibits discrimination on the basis of an individual's race, color, religion, sex, national origin, age, disability,, genetic information, or protected veteran status. **Background Check**Successful candidate must be able to pass a comprehensive criminal background investigation and other background searches as applicable to the job such as credit check and Motor Vehicle Record. **Clery Disclosure of Campus Security Policy and Campus Crime:** Georgia State University is committed to its students' and employees' safety and security.It complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to provide information on certain crimes on campus. This position may be designated as a Campus Security Authority, ensuring that reported crimes are routed to the appropriate University office.

Please note, Georgia State University's career board updates daily and requisitions are subject to be removed without prior notice or before the posting expires.

Georgia State University prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status.

Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.