Public Relations & Development Director:

- Organize, plan and execute programs that promote an inclusive and supportive community for graduate and professional students.
- Administer the Programs Committee budget
- Make updates to GPSA Website to promote committee activities
- Create marketing plan and materials for committee activities
- Enable close working relationships with the UNM community
- Create annual GPSA events calendar
- Collaborate with the Student Activities Center (SAC) and the Associated Students of the University of New Mexico (ASUNM) on programs/events that interest the GPSA membership
- Hold regular committee meetings at least once per month while Council is in session
- Present a report to GPSA Council at least once per semester
- Provide end of semester and annual written public report to the President
- Adhere to the Constitution and Bylaws in the effective execution of his/her position
- Assemble and manage a committee comprised of no fewer than 5 members
- Hold voting membership on the E-Board
- Maintain scheduled office hours in the GPSA Office
- Manage social media accounts, etc
- Work with the University Foundation and Third-Parties to raise funds for GPSA grant accounts as well as Graduate-student needs such as the Lobo Foodbank.
- Stipend is determined annually through the annual budget process or appropriation

P.R. QUALIFICATIONS

- Outgoing people-person comfortable engaging with diverse peoples and communities
- Strong verbal and written communication skills, including comfort with public speaking
- Motivated self-starter who can complete projects with minimal supervision
- Understanding of basic marketing strategies, including social media
- Experience with event organization and management preferred
- Experience with website administration preferred
- Must be accepted and enrolled in a graduate or professional program.