Graduate Student Life & Wellness is hiring!

The Office of Graduate Student Life & Wellness is a dynamic office integrated between the Graduate School and Student Affairs at Michigan State University. The mission of the office is to support the student life and wellness needs of graduate students as they complete their advanced degrees.

GSLW is currently looking for a Communication and Program Graduate Fellow for the 2015-16 academic school year. The position includes two weeks of paid training with outgoing fellow, hourly pay during the summer, and a semester stipend during the fall and spring semester. Pay commensurate with experience.

Fellowship Requirements:
- 20-25 hours/week
- MSU graduate student (preference given to those in health communication, public health, student affairs, marketing, etc.)
- Must be able to start mid-summer 2015
- Excellent English writing and verbal skills
- Demonstrated experience in social media management and website maintenance
- Effective management of multiple projects in a fast-paced environment
- Ability to work professionally in both independent and group settings
- Integrity, professional discretion, and ability to handle confidential and sensitive matters

Responsibilities:
- Event planning and coordinating
- Develop and coordinate multi-media marketing campaigns that support wellness advocacy and educational programs- including but not limited to:
  - Create and manage blog content (Wordpress)
  - Newsletter distribution (MailChimp)
  - Social Media Accounts (Facebook, Twitter, Instagram, Pinterest)
  - Website updates (Drupal)
  - Press releases and media relations
- Nurture campus relationships (campus partners and stakeholder)
- Co-supervise Marketing and Public Relations Undergraduate Intern
- Coordinate internal communication, staff activities, and some administrative tasks
- Assist other staff members with events, programs, and workshops

All interested candidates should submit a cover letter, resume, and writing sample via MySpartanCareer Job # 130425. Desired writing samples include, but are not limited to: blog post, social media example with posts and explanation, press release. Applications accepted until position is filled. Qualified candidates will be contacted for an interview.

Questions can be sent to Emmalilly Hoxsie, Communications Coordinator, at cspga2@vps.msu.edu, subject line: Communications Fellowship.