

Prefreshman Engineering Program
Marketing & Outreach Graduate Assistant

Purpose: This position supports the marketing and outreach efforts of the Prefreshman Engineering Program (PREP).

DUTIES

Recruitment

- Develop recruitment strategies and support the implementation of recruitment practices across sites.
- Support coordination of local recruitment/information sessions and dissemination of application information.
- Assist with communication to and from applicants and stakeholders during application and admission period.

Marketing

- Coordinate social media, regularly updating with PREP news/announcements, STEM opportunities, and other relevant information.
- Assist with brand development creation of print and electronic marketing materials for program-wide use.

Outreach

- Supports PREP participation in institutional and local organizations and initiatives.
- Coordinates institutional annual recruitment event for PREP students.

Alumni

- Advise UTSA PREPA student alumni organization and coordinate events and collaboration with PREP Central office.
- Develop and coordinate PREP alumni initiatives and programming.

ELIGIBILITY

- Must be a graduate student enrolled in required number of hours during semester(s) of employment (see <https://www.utsa.edu/hr/Compensation/SalaryRanges/StudentPay.html>).
- Must meet requirements articulated in the UTSA Handbook of Operation Procedures (see policy 4.09.III via <http://www.utsa.edu/hop/chapter4/4-9.html>).

REQUIREMENTS

- Currently a graduate student; graduate studies in education preferred
- At least two years of work experience in education-based programs/services
- Experience coordinating events
- Knowledge of and practice with social media platforms
- Excellent written and oral communication skills

Schedule & Compensation

Hours per Week: 19, to include occasional evening/weekend work

Pay: \$16 per hour

To Apply

Submit your current resume and a cover letter describing your experience and interest in this position to krystal.peralez@utsa.edu. Due by 12/03/18.