OFFICE OF ALUMNI RELATIONS
TEXAS STATE UNIVERSITY-SAN MARCOS
POSITION ANNOUNCEMENT

Title: Graduate Research Assistant – Student Programs

Starting Date: May 2020

Primary Duties: The Graduate Research Assistant leads the advising, counseling, and leadership development of the Student Alumni Council chartered student organization. In addition, the Graduate Research Assistant works independently and as part of the Alumni Relations team on tasks including research, event planning, marketing, public relations, as well as program development and implementation to engage target audiences and build university pride among students and alumni.

Specific Responsibilities:

- Assist with coordinating and implementing student engagement programs including but not limited to the Student Alumni Council, Gold Book, Trade Up, Step Up for State, Ring Celebration, Commencement, Recent Grad Weekend, and alumni and student networking events
- Help facilitate and oversee events and programs
- Assist with advising the Student Alumni Council, working in close collaboration with their student leaders to plan and execute training, retreats, leadership development, and other components of the organization
- Assist with communications for the department
- Assist with updating and maintaining website and social media sites, particularly as it relates to student engagement
- Assist in developing marketing and promotional programs and materials
- Develop ideas and implement targeted strategies to educate students about the Texas State Alumni Association and the importance of being involved with and giving back to Texas State

Hours: Approximately 20 hours per week – Some evening and weekend work is required

Qualifications: A bachelor’s degree and admission to graduate school at Texas State University in San Marcos is required. Candidates must be enrolled in nine hours in an eligible Texas State graduate program each long semester and maintain a 3.0 GPA. Candidate must be majoring in one of the following:

- Student Affairs in Higher Education (SAHE)
- Marketing
- Counseling, Leadership, Adult Education, and School Psychology
- Journalism and Mass Communication

Preference will be given to candidates with experience in advising students, customer service, office management, event planning, public relations, or marketing.

Appointment: This appointment is for two years/24 months.

Salary: For SAHE students, first year salary is $1317/month. Second year salary is $1377/month. For non-SAHE students, first year salary is $1098/month. Second year salary is $1123/month.

Benefits: Health insurance; in-state tuition rates.

Website: www.alumni.txstate.edu

Contact: Alumni Relations
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