

Title Graduate Coordinator for Marketing



Department Student Success and Outreach

Purpose Student Success and Outreach, or SSO, provides services to students at Seattle University through various place-based functions, namely the Links, ConnectSU Hub Desk, and the Outreach Center. **The Graduate Coordinator for Marketing (GC-M)** serves as an essential paraprofessional staff member of the Student Success and Outreach team and oversees one department-wide effort as well as serve as a direct supervisor to efforts within the department.

The Graduate Coordinator for Marketing will oversee major functions in SSO. The individual will be the first point of contact for student staff at the ConnectSU Hub Desk, overseeing the day-to-day needs of the info desk and responding to student staff needs. They will also coordinate and manage program assessments. And finally, they will oversee all department-wide marketing efforts for a diverse and changing student population.

Essential Job Functions

- (40%) Supervise students and oversee day-to-day functions of the ConnectSU Hub Desk which provide information for the campus.
- (40%) Coordinate marketing efforts including social media, newsletters
- (10%) Coordinate assessment of SSO program and services quarterly
- (10%) Participate in SSO meetings and events as determined by the Associate Director and other duties as assigned.

Minimum Qualifications

- Demonstrate knowledge of and commitment to serving diverse populations
- Excellent communication skills, both written and oral
- Ability to work well with a team
- Experience in guiding, mentoring, advising, and/or leading student groups
- Demonstrated ability to manage projects and develop programs

Learning Outcomes

- Deepen understanding of commuter student needs & issues
- Recognize and articulate the multiple intersecting identities commuter students
- Adapt student services to specific environments and cultures
- Develop and demonstrate skills in leadership and collaboration
- Establish and enhance professional identity