AGS Executive Board

Campus Communications Director ($100) – Vacant

a) Serve as second-in-command to the VP of Administrative Affairs (VP Admin) and report to the VP Admin.

b) Assist the VP Admin in managing Council committee placements and volunteers for AGS events.

c) Manage and maintain the AGS website and social media through solicitation of regular updates from the Executive Board. Attend AGS Council and Exec meetings to identify information to independently curate content for the website and social media.

d) Manage AGS submissions to Grad Weekly and other communication outlets by composing and reviewing submissions.

e) Manage AGS communication to the graduate student community via monthly departmental emails, campus email blasts, or other methods.

f) Maintain the AGS Events Calendar and ensure events are posted appropriately according to the Constitution and By Laws.

g) Assist in communications and logistics regarding all AGS events.

h) Assist the VP Admin with recruitment efforts for Council and committees.

i) Coordinate with Student Government and Student Media staff to create and purchase promotional material (e.g. banners, t-shirts, etc.)

j) In collaboration with VP Admin and the AGS Exec Board, initiate recruitment efforts for AGS Council and committees.

k) Work with responsible parties to organize the AGS Symposium (April 2018), PhD Career Conference and Workshops (2018), and other conferences as they develop.

l) Identify and implement an independent project. Report to Council on updates and progress on this project.