AGS Executive Board

Campus Communications Director ($200) – Vacant

a) Serve as second-in-command to the VP Admin and report to both the VP Admin and Chief of Staff.
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.
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 the Chief of Staff in communications and logistics regarding AGS events including professional development events, social and international events, Happy Grad, and Mental Health Awareness Month.
h) Assist the Campus Organizing Director with recruitment efforts for Council and committees.
i) Create and purchase promotional material (e.g. banners, t-shirts, etc.)
j) Work with responsible parties to organize the AGS Symposium (April 2017), PhD Career Conference (January 2017), Women’s Caucus Conference (January/February 2017), Happy Grad Week (May 2017), and AGS Orientation efforts (September 2016).
k) Identify and implement an independent project. Report to Council on updates and progress on this project.