Job Summary:
Building and sustaining a comprehensive Bronco Parent & Family program is critical to creating a true culture of wholesome engagement that promotes student success and learning. The University has taken steps toward strengthening family engagement. As a result, families have demonstrated a strong desire for further involvement. The Graduate Assistant will be responsible for executing the projects and advancing the goals of the Parent & Family program around four areas of engagement: participate, share, advocate, and give. This position provides an opportunity to develop skills around editing, promotion/marketing, networking, and program development.

Duties:
- Conduct market research by exploring the needs and concerns of current Boise State parents and family members
- Assist in the development and management of programming and engagement opportunities for current and prospective family members
- Develop promotional material for the Bronco Parent & Family Association and Council
- Plan and execute monthly meetings with the Bronco Parent & Family Council
- Work with campus partners on the creation and dissemination of electronic bi-semester newsletters
- Assist in data collection and analysis
- Manage related social media accounts

Qualifications

Required Skills:
- Must have computer experience and be able to utilize various programs such as Microsoft Word, PowerPoint and Google Docs and have the ability to learn new software
- Be able to effectively communicate through oral, nonverbal, and written communication
- Ability to organize and prioritize projects and work schedule over several months
- Ability to self-initiate and be comfortable working independently
- Understanding of social media, primarily Facebook
- Strong interpersonal skills
- High attention to detail
Desired Skills:

- Creative and artistic aesthetic
- Professional humor in writing
- Understanding of online programs such as Qualtrics, Wordpress, and Basecamp
- Ability to comprehend factual information, understands complex problems or written instructions, and is able to collaborate and explore alternative solutions

Duration: Opportunity for summer 2017 hours (10-15 a week) with formal assistantship starting August 1, 2017 summer term through May 2018 spring term (University holidays and breaks will be provided off; specific dates are flexible based on availability and need.)

Hours: 20 hours, primary work hours will be 8:00am through 5:00pm, Monday through Friday; occasional nights and weekends. Position hours will accommodate around class schedule.

Compensation: $15 an hour; plus health insurance and full-time tuition fees.

TO APPLY:

Please include a cover letter, resume and academic transcripts (unofficial are acceptable.)

Review of applications will begin April 28, 2017 and continue until position is filled. Resumes can be submitted to the Office of the Dean of Students via email: deanofstudents@boisestate.edu.