

Rawaa Abdulrahman

Position: Student Assistant I – Marketing and Communications

Each student works 10-20 hours/week

Supervisor Name: Kristine Sikora

- Events**
- Prepare and distribute materials for recruitment events and travel
 - Provide assistance and support for Graduate School events
- Social Media**
- Maintain Graduate School Facebook and Twitter accounts (Respond to messages, tweets, and posts; gather content; generate and create monthly schedules; collect, produce, and organize analytics)
- Outreach and Communication**
- Maintain prospective student resource databases
 - Assist with constituent management through CRM software
 - Assist with the development of new marketing materials, projects, and events
- General**
- General clerical/office duties as needed
 - Greet and refer students, staff, and faculty who come into the office
 - Manage the main phone line and transfer calls when appropriate
 - Receive and process student forms
 - Regularly check office mailbox and sort mail
 - Deliver documents to various offices on campus (as needed)
 - Scan, process, and index documents using Slate
 - Scan and index documents using Singularity
 - Update CU-SIS checklists after indexing documents
 - Clean and organize the office as needed
 - File documents
 - Complete any additional tasks as requested by other Graduate School staff