

## PRESIDENTIAL FELLOWS PROGRAM ENGAGEMENT & EVENTS COORDINATOR (GRADUATE ASSISTANT)

### Overview:

The Presidential Fellows Program Engagement & Events Coordinator (Graduate Assistant) is a highly professional, creative, and relationship-oriented individual who supports the visibility, engagement, and signature experiences of the Presidential Fellows Program. This graduate assistant plays a central role in coordinating events, supporting marketing and communications, and fostering a strong sense of community among Fellows and campus partners. In this outward-facing and student-centered role, the assistant will assist in planning and executing program events and leadership experiences, develop and manage promotional content and communications, and support outreach efforts that highlight Fellow achievements and program impact. They will also help cultivate engagement opportunities and maintain communication channels that connect Fellows with program initiatives and leadership development experiences. Applicants should be collaborative, adaptable, and enthusiastic, with strong communication skills and attention to detail. The ability to manage events and represent the Office of the President with professionalism, energy, and creativity is essential.

<b>Duties and Responsibilities:</b> <i>(lines can be added by hovering to the left of green dotted lines below)</i>	Critical Thinking	Professionalism	Teamwork	Communication	Technology	Leadership	Career & Self Discovery	Equity & Inclusion
Coordinate logistics for Presidential Fellows Program events and leadership experiences, including space reservations, materials, run-of-show, and follow-up.	X	X	X	X	X	X		
Assist in planning and executing signature events, workshops, and engagement initiatives for Fellows.	X	X	X	X	X	X		
Develop and draft promotional and external-facing communications including announcements, newsletters, and marketing content.	X	X		X	X			X
Maintain and update engagement and marketing platforms (e.g., program webpages, social media, newsletters).	X	X		X	X			
Promote Fellow opportunities, events, and achievements to enhance program visibility and participation.	X	X	X	X	X		X	X
Foster community and engagement among Fellows through outreach, communication, and connection	X	X	X	X		X		X

activities.								
Collaborate with campus partners and communications staff to support event promotion and storytelling.	X	X	X	X	X		X	
Serve as a mentor and accessible resource for Fellows navigating program experiences and engagement opportunities.	X	X		X	X	X		X
Research and recommend new engagement strategies and event ideas to enhance the Fellows experience.	X	X	X	X	X	X	X	X
Other duties and special projects as assigned by the Chief of Staff.	X	X	X	X	X	X	X	X

Descriptions of the LevelUP Competencies can be found [here](#).

**Qualifications:**

**Required:**

- Bachelor’s degree from a four-year college or university required.
- Acceptance and enrollment in a Stetson graduate program.
- Take a minimum of six credit hours each semester (with the exception of Summer between enrolled semesters).
- Maintain a clear graduate student conduct record throughout the duration of employment.
- Required to work 20 hours per week.
- Schedule will be determined each semester in consideration of course schedule and departmental needs.
- Strong written and verbal communication skills
- Strong interpersonal and relationship-building skills.
- Ability to work independently and manage multiple tasks

**Preferred:**

- Prior involvement in the Presidential Fellows Program or similar leadership program.
- Experience with Microsoft Office, Canva or similar design tools, social media platforms, Canvas, and/or university communication tools.
- Interest in leadership development or higher education administration
- Demonstrated creativity and initiative in promoting programs or events.
- Experience with event planning, marketing, communications, or student engagement initiatives.

**Additional Information:**

**Working Conditions:** Requires some physical effort (i.e. standing and walking, lifting boxes up to 40 lbs., manual dexterity in the use of fingers or limbs in the operation of office equipment, extended periods of time at a keyboard, perceptual demands for sound, form, texture, and depth. If remote work is required for any reason, applicants must verify they have access to a computer and internet that meet requirements to sustain the tasks required by the role.

- Graduate Assistants are compensated through a combination of scholarships (Fall and Spring) and bi-weekly stipends. Please contact the Office of Student Employment for current compensation information.

- A scholarship equal to tuition for four courses each year (two in Fall term, two in Spring term, none in summer term).
- A stipend of \$250 bi-weekly during the academic year and \$600 bi-weekly in the summer. It is expected that the Graduate Assistant will work with their supervisor to plan 20 hours of paid vacation during the summer months.

**Application Process:**

Interested applicants should submit a résumé and/or cover letter via email to Davion Belk at [dbelk1@stetson.edu](mailto:dbelk1@stetson.edu)  
Applications will be reviewed on a rolling basis until the position is filled.

**Position Information:**

**Department Name: Office of the President**

**Department Website: <https://www.stetson.edu/president>**

**Supervisor Name: Davion Belk**

**Supervisor Title: Chief of Staff**

**Position Number: SGD028**

**Pay Level: Level Stipend**