Scholastic Outreach Coordinator, Grady College
The University of Georgia

Job Description:
The Scholastic Outreach Coordinator at the Grady College of Journalism and Mass Communication provides a vital connection between the college and scholastic journalism at all levels.

This position serves as a resource for high school journalists and advisers statewide as executive director of the Georgia Scholastic Press Association.

The position oversees the annual Management Seminar for College News Editors and related programs of the Cox Institute for Journalism Innovation, Management and Leadership.

Activities include:
-- producing GSPA publications
-- maintaining the GSPA website
-- organizing and running the annual Georgia Journalism Academy summer program
-- planning workshops and conference sessions at the annual meeting of GSPA in Athens
-- coordinating the annual GSPA scholastic journalism awards program
-- overseeing the GSPA and Georgia Journalism Academy budgets
-- organizing the MSCNE summer seminar and associated budget

This position serves as the point person for campus-wide scholastic outreach initiatives and serves as the college’s representative to university-wide initiatives aimed at scholastic outreach.

Minimum Qualifications:
Bachelor’s degree required, Masters degree preferred. Previous experience in the media industries, student affairs, high school journalism and/or recruitment a plus. Excellent written and verbal communications skills and a passion for journalism are required. Demonstrated ability to take initiative, work independently and multi-task on deadline. Willingness and ability to work in a collaborative, team-based unit and to contribute to college-wide efforts as needed.

Job Responsibilities:
High School Outreach (75%)
Develop and design GSPA bulletin and other publications as needed
Maintain GSPA website
Plan and attend GSPA Advisory Board and student officer meetings
Manage GSPA membership lists, billing, etc.
Seek new funding, donors and revenue streams for GSPA activities
Coordinate First Amendment essay contest, and oversee judging of entries
Conduct annual GSPA Awards Program
Conduct annual Georgia Journalism Academy (journalism summer camp), including managing the budget (handling registration fees, sponsorships and vendor payments)
Conduct biennial Advisors Workshop and manage accompanying budget
Coordinate Grady College participation in high school outreach programs through admissions, public service and outreach, and other units
Collegiate Outreach (25%)
Coordinate annual Management Seminar for College News Editors, which brings college news editors from throughout the country to UGA for one week each summer. Coordination includes managing the conference budget (handling registration fees, sponsorships and vendor payments), planning content and related activities, and selecting speakers
Coordinate the Betty Gage Holland award for excellence in college journalism
Work closely with the director of the Cox Institute for Journalism Innovation, Management and Leadership on the above activities

Application Deadline:
Screening of applications will begin October 1, 2017, and continue until position is filled. Interested applicants must apply through the University of Georgia’s Human Resources department at https://www.ugajobsearch.com/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=275438

Learn more about the Grady College at www.grady.uga.edu and GSPA at www.gspa.uga.edu. The University of Georgia (www.uga.edu) is the nation’s first chartered state-supported university is a land grant/sea institution and is located 70 miles from Atlanta -- in close proximity to major media outlets and the state capital. Athens is a progressive city noted for its beautiful surroundings, rich history, and recreational and cultural opportunities. It is consistently named one of the best college towns in the United States and is known for its music scene and college athletics (www.visitathensga.com).

The University of Georgia is an Equal Opportunity/Affirmative Action Employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.