

## Office of Graduate Studies STEP Position Description

### Event Planner and Information Researcher

(January 2012)

- Position Title:** Event Planner and Information Researcher – working title  
(Research/Grant Assistant: 00319 – HR formal title)  
Incumbent must be a graduate student admitted to a UW Oshkosh graduate program.
- Department:** Office of Graduate Studies
- Reports to:** Director of Graduate Services
- Wage Level:** Level III (\$9.00 to \$12.00/hour). Actual per hour wage dependent upon commensurate experience.
- Hrs/Wks Worked:** Based upon actual per hour wage, student availability and project/task workload

#### **Position Description**

The Event Planner and Information Researcher will perform event/activity planning and provide research support for the Office of Graduate Studies and in support of the Graduate Education Strategic Plan. This will include but is not limited to literature reviews, data and market analysis, article searches and policy/procedure gathering, web site reviews and Internet searches. Other activities may include drafting statements, memoranda, writing correspondence, reviewing historical, archival or trend data, performing data capture and processing and analysis. The student will perform most tasks and responsibilities independently, with minimal direct supervision. The incumbent interacts primarily with the Director of Graduate Services and members of the Graduate Council but also with various levels of administration, faculty, staff, students and external contacts. The work schedule, in addition to standard school schedule hours, will be determined in advance and may include some non-traditional hours (evening, off-campus location, etc.) depending on the task(s).

#### **Position Tasks and Responsibilities**

Under guidance from the Director of Graduate Services, the student performs some or all of the following tasks and activities:

##### Research and Data Analysis

- Organize and coordinate the GradSchool Fest
- Plan and execute the marketing and advertising activities related to GradSchool Fest
- Draft written correspondence as needed for each assigned project.
- Input, maintain, organize, and update data (e.g., databases, documents, spreadsheets).
- Research, analyze, propose, design, write and otherwise gather information as related to marketing activities, samples, copy etc.
- Collaborate with others to engage in tasks necessary to complete an assigned project and conducts follow-up tasks for completion of projects.
- Attend meetings as requested.
- Debrief data, information and activities with others as appropriate or requested.
- Prepare and organize materials and information for appropriate audiences, presentations, discussions and meetings.
- Research appropriate subject matter and related topics for assigned projects.
- Conduct library and Internet searches for appropriate literature and media for project(s).
- Review and preview research articles, media, policies, procedures and other materials to identify appropriate models and frameworks to support recommendations and decisions.
- Input and analyze data using MS Excel and Access.
- Complete other related duties as assigned.

**Office of Graduate Studies STEP Position Description**  
**Event Planner and Information Researcher**  
(January 2012)

**General Requirements**

- Be able to gather and synthesize information to do analysis, present ideas, draw conclusions, coordinate activities and/or make reasonable recommendations or decisions.
- Demonstrate self-directedness and initiative within the context of a higher educational environment.

**Knowledge Requirements**

- Previous work experience in the public or private sector preferred.
- Proficient using either MAC or PC hardware and Windows or OS operating systems.
- Proficient using MS Office (e.g., Word, Excel, Access, Powerpoint)
- Proficient using MS Internet Explorer, Mozilla Firefox or Apple Safari web browsers
- Proficient using either a web- or application-based e-mail system.
- Familiarity with Polk Library and the services available to perform research would be helpful.
- Familiarity with the organizational structure of UW Oshkosh would be helpful.
- Work experience in an educational setting would be helpful.

**Skills/Abilities Required**

- Create and use word processing documents, merge files, databases, spreadsheets, and presentation graphics.
- Operate various PC/MAC and office equipment.
- Compose correspondence that is grammatically correct and appropriate for the intended audience.
- Analysis and research skills (Library and Internet).
- Decision-making within the scope of responsibilities and authority of the position.
- Verbal and interpersonal communication proficiency to interact with others professionally.
- Motivate and direct those being asked/used to assist with various projects.
- Ability to organize and prioritize multiple projects and tasks.

**Accountability/Evaluation**

Assignments, accountability, and performance evaluation will be coordinated by the Director of Graduate Services with input from the Graduate Council.