



## **Research and Communication Strategist**

The Else School of Management is seeking a graduate student who will research, develop, and implement new strategies to increase leads for the MBA, EMBA, and Master of Accountancy (MAcc) programs. In addition, create and disseminate a communication strategy to convert these new leads to students. This graduate student will report to and work with the Director of Graduate Admissions.

### **Duties will include:**

- Research MS organizations and programs to source new leads.
- Develop a strategy to communicate with new leads.
- Compose emails, texts, and other communications to attract and communicate with new leads through our CRM (Slate) social media (LinkedIn), Google Voice, and other programs.
- Track and manage leads, communications, and timelines via Google sheets.
- Use Trello to manage projects.

### **Qualifications:**

- Detail-oriented, organized, and capable of multitasking and prioritizing tasks
- Strong interpersonal skills
- Time management skills
- Collaborative working style with the ability to work independently

### **Eligibility:**

- Admitted and enrolled to a Millsaps graduate program.
- Enrolled full-time (min 9 credit hours per semester)
- US citizens, permanent residents, or international student

### **Work and Compensation:**

- Graduate Assistants will work part-time for the fall and spring semesters.
- The salary for the 2023-2024 academic year is \$4000; \$500 per month. Paychecks will be distributed on a monthly basis (Fall: Sept, Oct, Nov, Dec; Spring: Feb, Mar, Apr, May)

### **How to Apply and Deadline:**

- Submit your cover letter and resume: <https://www.surveymonkey.com/r/NP3LBGL>
- Deadline: May 1

### **Have questions?**

Contact Christine Rials, Director of Graduate Admissions

[rialscj@millsaps.edu](mailto:rialscj@millsaps.edu)

601-519-0609