



# Example of Outreach Associate Job Description

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Our innovative and growing company is looking for an outreach associate. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for outreach associate

- Assist departments in the development of the graduate curriculum including internships, interdisciplinary programs & certificates, and the exploration of professional master's degrees
- Support and promote graduate recruitment & admissions including diversity recruitment efforts
- Identify and promote external funding sources to support graduate research and training programs
- Develop training programs and workshops for graduate assistants
- Review processes and appointments of teaching assistants and teaching assistant allocations
- Address COGS compliance issues
- Provide collegiate guidance for postdoctoral scholars
- Act as liaison and represent the Dean in collaborative efforts with the Graduate College
- Cooperate with the Associate Provost of Outreach & Engagement to provide collegiate guidance and enhance collaboration between CLAS faculty, staff, students, and community partners across the state
- Coordinate and expand international education initiatives and linkages

## Qualifications for outreach associate

- Produce and report project status data and MIS to stakeholders
- Supervise ad hoc project deliverables by nearshore / offshore teams

Compliance or Legal Department within a banking environment, or within a similar Operations regulatory function

- Of the senior leaders in the office and expected to contribute in the overall management of the
- Office and staff
- 1-3 years work experience is desired