

Graduate Assistant for the Graduate and Professional Student Senate - 2024-2025

Supervised by the Director of Student Services for the Graduate School, the Graduate Assistant for the Graduate and Professional Student Senate (GPSS) supports the operation and initiatives of the Graduate and Professional Student Senate. Areas of focus: gather data about topics of interest to the GPSS Exec board, contribute to GPSS initiatives; assist leaders and members of the GPSS; provide organizational support and assistance with events and programming, and engage in campus affairs as they relate to graduate student life.

The Graduate and Professional Student Senate (GPSS) represents the voice of approximately 4800 on-campus and 2,000 extended-campus graduate students. As such, the GPSS serves as a liaison between graduate students and university administration, and its members serve on a variety of university commissions and committees. In addition, the GPSS administers two grant programs to promote the research efforts and professional travel of its members. The GPSS promotes a healthy graduate student community by providing social events that foster inter-departmental, interdisciplinary conversation.

Duties and Responsibilities

- Support members of the GPSS Executive Board, Senate body, and Committees by
 - Providing general help and administrative support
 - Gathering data and researching topics of interest to the GPSS Exec Board;
 - Serving as an extension of the roles of GPSS exec board members
 - Manage inventory and supplies in GPSS office, including commencement regalia
- Attend GPSS executive board and delegate meetings and serve on committees as appropriate and needed.
 - Take minutes
 - Get card scanners and assist with other logistics for senate meetings
 - Set up Zoom rooms and hybrid meeting materials, including captions, microphones, and cameras.
 - Coordinates with event services for events and meetings
- Help with volunteer recruitment and fundraising
- Support the GPSS president by managing calendar, to-do list and email
- Support GPSS special projects such as the Graduate School and Professional Fair, GPSS Research Symposium and Exposition, ACC Advocacy Day, and other programming initiatives.
- Participate in professional development meetings and initiatives.
- Meet regularly with the Director of Student Services for the Graduate School to set goals, monitor progress towards the goals, discuss possible strategies, and evaluate the work performed.
- Perform other duties as assigned.

Minimum Qualifications:

- Ability to take initiative and work well independently and also as a team member
- Strong interpersonal and communication skills, oral and written

- Ability to manage multiple and on-going tasks
- Proficiency with Microsoft Office Suite, G-Suite, and Zoom
- Ability to work nights and weekends, as needed (but please set boundaries for your own time)

Desired qualifications include:

- Previous experience in student government and/or campus activities
- Administrative experience: record keeping, managing multiple and competing tasks; managing correspondence
- Familiarity with university governance and leadership
- Experience working with the graduate community

Apply here: <https://forms.office.com/r/L17AUAesf9>

GPSS Graduate Assistantship Application 2024-2025





Microsoft Forms