University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: To ensure consideration, please email your resume, cover letter and completed application form to GAsearchSE@umass.edu by July 28, 2017; however, applications may continue to be reviewed and the vacancy notice will remain posted until the position is filled.

Job Description (No Clerical duties permitted):
General Summary of Position
The Graduate Student Senate (GSS) Coordinator within the Student Engagement and Leadership (SEL) department, supervised by the Associate Director for Student Activities and Involvement (SAI), will organize and mobilize graduate students at the organizational level. Advocate for and work with existing graduate student organizations (GSOs) to improve their presence and reach. Increase depth and breadth of GSO involvement within GSS. Reappointment is dependent on department need, performance evaluation, experience, academic standing, and funding availability.

Required Duties - responsibilities include but are not limited to:
1. Plan, coordinate and attend GSS events as requested by the GSS Executive Committee (EC).
2. Maintain GSS office hours (10 hours a week) in GSS office.
3. Maintain office hours at a location determined by SAI (8 hours a week)
4. Attend the weekly GSS staff meetings (2 hours a week)
5. Mobilize graduate students around issues of representation.
6. Organize and mobilize new and existing GSOs across departments and constituencies.
7. Attend all GSS Senate/general meetings and staff meetings as requested by EC.
8. Collaborate with staff, officers, and Senate on GSS campaigns.
9. Maintain the GSS media (website, Facebook).
10. Participate in position training and retreats at beginning and end of term.
11. Serve on GSS and university wide councils and committees.
12. Keep records of Senate and GSS staff meeting materials.
13. Become familiar with GSO budgets, funding requests, and GSO event planning.
14. Train GSO leadership in conjunction with GSS Treasurer, SAI, and SEL.
15. Develop working partnerships with student development offices (SAI, SEL, and the Student Organization Resource Center (SORC) and mediate between these offices and GSOs.
16. Increase GSO engagement and senator participation within GSS.
17. Help in the planning and co-sponsoring of GSS/GSO events; implement GSO social and networking events.
18. Coordinate with GSO leaders to bring departmental/GSO-based issues to the Senate for discussion and build solidarity across departments and GSOs.
19. Perform other duties as assigned. Additional duties not written in the GSS/SAI Memorandum of Understanding (MoU) shall be done under the guidance of and approved by GSS EC and SEL/SAI supervisor. No work associated to the Student Government Association and undergraduate students shall be entertained in this position. All duties shall pertain only and solely to the graduate student body. However, the parties understand the limitation will not prevent the GSS coordinator from answering question by undergraduates.

Experience Required:
Compliance Requirements
Graduate students filling assistantships in Student Affairs and Campus Life have specific expectations placed on them as employees of the University of Massachusetts Amherst. Among these is the requirement to fulfill reporting responsibilities as prescribed and required under applicable federal and State laws. These include but may not be limited to requirements under Title IX; Clery Act; FERPA; HIPPA; Massachusetts Conflict of Interest laws. Additionally, this applies to adhering to University policies and agreements (e.g., collective bargaining agreement).

Fulfilling these expectations includes addressing and reporting related violations by students, staff, faculty or others. Related training will be provided to all SACL graduate assistants. These expectations may be amended in conjunction with changes in Federal and/or State mandated reporting requirements, and/or University policies or agreements. Graduate students unwilling to meet these requirements are not eligible for appointment to a SACL graduate assistantship.

Minimum Required Qualifications
1. Enrollment as graduate student in good standing during entire term of appointment.
2. Eligibility for appointment to this assistantship, as determined by the Graduate School.
3. Availability to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Graduate student in a related degree program.
6. Experience in or demonstrated knowledge of required duties.
7. Willing to address diversity issues in all aspects of duties; ability to work with diverse student leaders and staff.
8. Ability to communicate effectively both orally and in writing.
9. Ability to use Windows or comparable computer software applications, Internet, and online social media.
10. Ability and willingness to work evening and weekend hours as necessary.

Additional Information:

Dates of Appointment: From 08/27/17 To 05/26/18

Hours/Wk 20 Stipend $ 25.23

How to Apply: Call ☐ In Person ☐ Submit Resume ☐

Dept. Name: Student Engagement & Leadership/SAI Contact Person: Colette Nadeau

E-Mail contact: cnadeau@umass.edu

Bldg. Address: 321 Berkshire House Phone: 413/545-3604