University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: April 24, 2017 at 5 PM - please email resume, cover letter, and application form to gasearchse@umass.edu

Job Description (No Clerical duties permitted):
The Gender and Racial Equity Coordinator In the Graduate Student Senate (GSS) will organize with/for underserved and underrepresented graduate students, including people of color, women, LGBTQ; Indigenous, veterans, people with disabilities, parents, and low income students. The coordinator will also advocate leadership in promoting educational access, equity, and retention; coordinate an empowering social, intellectual, and professional network of those graduate students through sustained programming, organize around issues of gender/racial equity and issues specifically affecting these students, among other tasks. This position is supervised by the Associate Director Student Activities and Involvement

Duties and Responsibilities
General Staff and Officers' duties:
1. Plan, coordinate and attend all GSS events.
2. Maintain GSS office hours (10 hours).
3. Mobilize graduate students around issues of representation.
4. Organize graduate students across departments and constituencies.
5. Attend all GSS Senate/general meetings and staff meetings.
6. Collaborate with staff, officers, and Senate on GSS campaigns.
7. Contribute to GSS media (website, Facebook).
8. Participate in position training and retreats at beginning and end of term.

Gender and Racial Equity Coordinator's responsibilities include but are not limited to:
1. Organize around issues of equity, access, retention and attrition
2. Mobilize graduate students who identify as people of color, women, indigenous, international, LGBTQ, pregnant and parenting students, veterans, and students with disabilities and assist in the implementation of efforts to challenge their underrepresentation.
3. Organize regular meetings/panels; collaborate with agencies including Center for Counseling and Psychological Health (CCPH), Center for Women and Community (CWC), Graduate Employee Organization (GEO), Office of Family Resources (OFR), Stonewall Center, Center for Multicultural Activity and Student Success (CMASS), Student Veterans Resource Center (SVRC) to organize around issues of equity and access.
4. Organize monthly social gatherings and regular workshops and events targeting these graduate students groups and coordinate weekly interest groups such as the Writing/Studying Group, Yoga Group, and Student Union Craft Center events.
5. Inform constituents of relevant laws/regulations that promote access/opportunity for student population.
6. Maintain and communicate through the GSS website and mailing list.
7. Help students to access on- and off-campus resources.
8. Serve on relevant committees and councils such as Faculty Senate's Status of Women Council, the Status of Diversity Committee, the Education council among others.
9. Chair GSS Equity and Access Committee and Graduate Women Network Advisory Board.

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; Family Educational Rights and Privacy Act (FERPA); Health Insurance Portability and Accountability Act (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.

Experience Required:
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.

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 : Graduate Student Senate Contact Person: Colette Nadeau, personal coordinator
E-Mail contact: gasearchse@umass.edu
Bldg. Address: 321 Berkshire House Phone: 413/545-3604