University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: April 24, 2015 at 5 PM - please email resume cover letter and application form to gasearchse@umass.edu

Job Description (No Clerical duties permitted):
The International Students Coordinator in the Graduate Student Senate (GSS) will identify and advocate around issues that international students face, and increase international student involvement in the GSS. The international student coordinator is in charge of organizing and mobilizing on behalf of international graduate students within the University. This position is supervised by the Associate Director of 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 (blog, Facebook, and Twitter).
8. Participate in position training and retreats at beginning and end of term.

The International Student Coordinator's responsibilities include but are not limited to:
1. Organize around issues that international graduate students face at UMass.
2. Increase international student engagement within GSS, Graduate Student Organizations (GSO) and agencies funded by GSS.
3. Mobilize international students at social and campaign-related events.
4. Coordinate with senators to bring international student issues to the Senate for discussion and help to build solidarity across departments.
5. Plan, coordinate, promote, and participate in the International Programs Office (IPO) international coffee hours that are held every month.
6. Chair the International Student Issues Committee.
7. Help international students navigate the services and programs offered for international students and their families.
8. Collaborate with the International Programs Office (IPO), the Student Legal Services Office (SLSO), 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), North Village (NV) and other agencies to organize events for international students.

9. Serve on relevant committees and councils such as the Status of Diversity Committee, the Graduate Council, the Student Activities and Campus Life Advisory Board, among others.

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. Eligible for appointment to this assistantship, as determined by the Graduate School.
3. Available to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.

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: Graduate Student Senate Contact Person: Colette Nadeau, personnel coordinator

E-Mail contact: gasearchse@umass.edu

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