University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Internship

Application Deadline: To ensure consideration by GSS search committee email resume or CV, cover letter and application form to gasearchGSS@umass.edu by May 28, 2018 firm deadline. For questions about the GSS position email the GSS President, Canan Cevik, at gss-pres@grad.umass.edu.

Job Description (No Clerical duties permitted):
General Summary of Position
The Graduate Student Senate (GSS) Gender and Racial Equity Access Coordinator will organize with/for underserved and underrepresented graduate students, including people of color, women, LGBTQ (lesbian, gay, bisexual, transgender, queer) and Indigenous students; will also advocate leadership in promoting educational access, equity, and retention through sustained programming around issues of gender and racial equity, developed in collaboration with resource centers on campus. Reappointment depends on department need, performance evaluation, experience, academic standing, funding. Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Duties and Responsibilities
1. Plan, coordinate and attend all GSS events
2. Maintain GSS office hours (10 hours)
3. Mobilize graduate students around issues of representation.
4. Attend all GSS Senate/general meetings and staff meetings.
5. Participate in position training and retreats at beginning and end of term.
6. Serve on Status of Diversity and Status of Women Councils and other relevant committees and councils as requested by the Executive Committee
7. Coordinate weekly interest groups such as the Writing/Studying Group and Yoga Group
8. Collaborate with staff, officers, and Senate on GSS campaigns.

Responsibilities include but are not limited to:
1. Organize around issues of equity, access, and attrition
2. Mobilize graduate students who identify as people of color, women, Indigenous, and LGBTQ and assist in the implementation of efforts to challenge their underrepresentation.
3. Organize at least one event each semester with the Center for Women and Community (CWC) and at least one each semester with the Stonewall Center.
4. Organize the GSS Welcome Back Social at the beginning of each semester.
5. Maintain and communicate through the GSS website and mailing list regarding programming relevant to these groups.
6. Serve as resource to students regarding access.
7. Inform constituents of relevant laws/regulations that promote access/opportunity for student population.
8. Chair GSS Equity and Access Committee

Appointing Authority: Executive Director Student Engagement and Leadership

Reporting line: This position reports directly to the GSS Executive Committee, which determines tasks as required for GSS functioning that might not be listed above.

Compliance Requirements
Graduate students filling assistantships in Student Affairs and Campus Life (SACL) 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.

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.

REMARKS: SACL training and orientation for graduate assistants will be held on Tuesday, August 28, 2018.

Additional Information:

Dates of Appointment: From 08/26/18 To 05/25/19

Hours/Wk 20 Stipend $ 25.23
How to Apply: Call ☐ In Person ☐ Submit Resume ☐

Dept. Name: Student Engagement and Leadership/Graduate Student Senate  Contact Person: Colette Nadeau, Personnel Coordinator, cnadeau@umass.edu

E-Mail contact: gasearchGSS@umass.edu

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