University of Massachusetts Amherst

On Campus Graduate Assistantship Vacancy Notice

Completed form should be mailed to Gradappt@grad.umass.edu to be posted at http://www.umass.edu/gradschool/assistantship/job_post.htm

Type of Appointment: Project Assistantship

Application Deadline: June 13, 2016

Job Description (No Clerical duties permitted):
Become familiar with the mission of the Faculty Senate, its Bylaws, and the responsibilities of its Councils and Committees. Maintain the Faculty Senate's website using Drupal, with a link to the campus website, in order to communicate the ongoing work of the Senate to the campus community. Produce press releases for upcoming Faculty Senate meetings. Attend meetings of the Faculty Senate and transcribe all Senate meetings from the video of that meeting, edit and condense transcriptions to produce minutes for each Faculty Senate meeting. Attend meetings of selected Councils and Committees. Assist in the production and distribution of emails and large mailings that are sent to approximately 800 faculty, administrators and off-campus parties. Assist in UNIVRSTY 298A - "Faculty Senate Practicum." Perform research, as assigned, on selected issues to higher education and shared governance. Other duties as assigned.

Experience Required:
Priority will be given to applicants whose field of graduate study bears some relation to the position description. The position will be offered to the applicant who best meets the needs of the Faculty Senate, as expressed in the job description.

Additional Information:

Dates of Appointment: From 09/04/16 To 05/27/17

Hours/Wk 20 Stipend $ 18,529.00

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

Dept. Name: Faculty Senate Contact Person: Anne Benz

E-Mail contact: senate@senate.umass.edu

Bldg. Address: 105 Hampshire House Phone: 545-3611