

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 April 29, 2019 firm deadline. For questions about the GSS position email the current/outgoing 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) Coordinator will be responsible for the everyday upkeep of GSS office functioning; handling the logistics of all GSS event/meetings and all communications with GSS constituents. Logistical responsibilities include but are not limited to: updating the GSS website daily, organizing and running events, booking of spaces for all meeting/events, food orders, as well as the creation/distribution of all event materials. Organize weekly GSS events for graduate students and maintain all GSS records; act as liaison between GSS and partner organizations.

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 include but are not limited to:

1. Manage and update daily the GSS website and all social media accounts.
2. Inform constituents of any and all GSS events/regulations
3. Plan, coordinate, and attend all GSS events. This may include- discussing with relevant people to fix date, time and venue; booking room; creating event on Campus Pulse; creating Agreement for Services (AFS) for event; preparing flyer; advertising the event; ordering food or getting Student Activities Student Purchasing (SASP) card for buying food or other items; communicating with other offices if there is any co-host for that event; arranging music and other logistics as needed; being present at the event to supervise and follow up; clean up.
4. Maintain GSS office hours (7 hours)
5. Organize and create all GSS folders in the shared drive
6. Attend and take notes at all GSS general meetings and staff meetings.
7. Participate in position training and retreats at beginning and end of term and whenever required.

8. Coordinate writing retreats, socials, and other events for the graduate student body
9. Maintain records of all GSS meetings and events.
10. Book all spaces for GSS events and coordinate all event orders.
11. Coordinate weekly interest groups such as the Writing/Studying Group, Yoga group, and Craft Center events.
12. Collaborate with staff, officers, and Senate on GSS campaigns
13. Collect information from officers and staff regarding the need for office supply and purchase

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.

Preferred Qualifications:

Experience with Web Editor software a plus.

REMARKS: SACL training and orientation for graduate assistants will be held on Tuesday, August 27, 2019.

Additional Information:

Dates of Appointment: From 09/01/19 To 05/23/20

Hours/Wk 10 Stipend \$ 30.33

How to Apply: Call In Person Submit Resume

Dept. Name : Student Engagement and Leadership/Graduate Student Senate Contact
Person: SACL Donna Beauregard, donnab@umass.edu

E-Mail contact: gasearchGSS@umass.edu

Bldg. Address: SACI, 319 Whitmore Phone: 413/545-2300