

# 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](mailto: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](mailto:gss-pres@grad.umass.edu).

Job Description (No Clerical duties permitted):

General Summary of Position

The Graduate Student Senate's (GSS) graduate assistant, Graduate Student Organizations (GSO) Coordinator, will organize and mobilize graduate students at the GSO level. Advocate for and work with existing GSOs to improve their presence and reach. Increase depth and breadth of GSO involvement within GSS. 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. Maintain GSS office hours (10 hours).
2. Plan, coordinate, organize and attend GSS events.
3. Organize graduate student's organizations across departments and constituencies.
4. Attend all GSS Senate/general meetings and staff meetings.
5. Collaborate with staff, officers, and Senate on GSS campaigns.
6. Participate in position training and retreats at beginning and end of term.
7. Serve university wide councils and committees as requested by the Executive Committee
8. Keep records of Senate and GSS staff meeting materials.

Responsibilities include but are not limited to:

1. Organize and mobilize new and existing graduate student organizations (GSOs)
2. Getting familiar with GSO budgets, funding requests, and GSO event planning.
3. Train GSO leadership in conjunction with GSS Treasurer, Student Activities and Involvement (SAI) and Student Engagement and Leadership (SEL).

4. Develop working partnerships with student development offices (SAI, SEL, and the Student Organizations Resource Center (The SORC) ) and mediate between these offices and GSOs.
5. Increase GSO engagement and senator participation within GSS.
6. Help in the planning and co-sponsoring of GSS/GSO events.
7. Coordinate with GSO leaders to bring departmental/GSO-based issues to the senate for discussion and build solidarity across departments and GSOs.
8. Implement GSO social and networking events.

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 graduate assistants training/orientation will be held on Tuesday, August 27, 2019.

#### Additional Information:

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

Hours/Wk 20      Stipend \$ 30.33

How to Apply:      Call       In Person       Submit Resume

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

E-Mail contact: [gasearchGSS@umass.edu](mailto:gasearchGSS@umass.edu)

Bldg. Address: SACI, 319 Whitmore      Phone: 413/545-3604