

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, 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) International Students Coordinator will identify and advocate around issues that international students face, and increase international student involvement in GSS; will be in charge of organizing and mobilizing on behalf of international graduate students within the University. Reappointment depends on department need, performance evaluation, experience, academic standing, and 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 international graduate students around issues of representation.
4. Attend all GSS Senate/general meetings and staff meetings.
5. Coordinate weekly interest groups such as the Writing/Studying Group and Yoga Group
6. Serve on Student Affairs and Campus Life (SACL), International Studies Council and other relevant committees and councils on the request of the Executive Committee.
7. Participate in position training and retreats at beginning and end of term.
8. Collaborate with staff, officers, and Senate on GSS campaigns related to international students.

Responsibilities include but are not limited to:

1. Organize around issues that international graduate students face at UMass.
2. Promptly respond to any incident, decisions or regulation that may adversely impact international graduate students
3. Chair the International Graduate Student Advisory Board

4. Plan, coordinate and arrange at least one event for the international graduate students each semester
5. Coordinate with senators to bring international student issues to the Senate for discussion and help build solidarity across departments, if needed, bringing those issues to relevant advisory boards/committees/councils.
6. Plan, coordinate, promote, and participate in the IPO international coffee hours that are held every month.
7. 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 Advancement and Student Success (CMASS), North Village (NV) and other agencies to organize events for international students at least once a semester.
8. Help international students navigate the services, resources and programs offered for international students and their families.
9. Increase international student engagement within GSS, GSOs and agencies funded by GSS.

Appointing authority: Executive Director Student Engagement and Leadership

Reporting: 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 Tuesday August 27, 2019.

Additional Information:

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

Hours/Wk 20 Stipend \$ 30.33

Dept. Name : Student Engagement amd Leadership/Graduate Student Senate Contact
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