

**Student Engagement and Leadership (SEL)**  
**Center for Student Businesses**  
**Application for Graduate Assistantship (GA) Positions in 2024 - 2025**

Email completed application form, resume, and cover letter(s) to **gasearchse@umass.edu** email any questions to Amy Helstowski @ [amydh@umass.edu](mailto:amydh@umass.edu) or you can reach her at 413-835-5825

Please list the Position title of the SEL graduate assistantship you are applying for: \_\_\_\_\_

**PERSONAL DATA**

Legal Name: Last, First, M. \_\_\_\_\_

**Campus/Student/SPIRE ID (required if admitted to UMass)** \_\_\_\_\_

Do you have a student visa? Yes  No  If Yes: you may work 20 hrs. max when enrolled; 40 hrs. intersession, summer

Local Address if available: *Street, PO Box City, State, Zip* \_\_\_\_\_

Phone (s) (required) \_\_\_\_\_

Email (s) (required) \_\_\_\_\_

Permanent Address if different *Street PO Box City, State, Zip* \_\_\_\_\_

Have you worked at UMass before? Yes  No  Employee ID (optional): \_\_\_\_\_

Have you been appointed as a graduate assistant at UMass before? Yes  No

**ACADEMIC PROGRAM** \_\_\_\_\_

*Combined credit and work hours over 40 require GPD pre-approval. If a direct correlation between job duties and Degree program is not apparent, a GPD memo will be required describing it all.*

College and Graduate Program Admitted to or Enrolled in: \_\_\_\_\_

Graduate Program Asst., Coordinator, or Secretary-Name/contact info: \_\_\_\_\_

**Graduate Program Director (GPD) Name** \_\_\_\_\_

GPD Building/Rm \_\_\_\_\_ GPD Phone \_\_\_\_\_

Credit Hrs. \_\_\_\_\_ Total hours/week you will work in **other** campus jobs \_\_\_\_\_

Times Available to Work to work for this GA Position \_\_\_\_\_

GPD Office Manager: \_\_\_\_\_

Are you an incoming graduate student? Yes  No

- **\*Please make sure you answer and initial this question Yes or No**
- **Are you able to start working on campus starting the week of August 20<sup>th</sup>?**  
\_\_\_\_\_
- **You will be required to work your contracted August hours in person. This assistantship is contracted to be in person.**
- **Initials: \_\_\_\_\_**

**In person Mandatory Departmental Trainings will be the last two weeks of August.**

**PROFESSIONAL REFERENCES** *(If not on your resume, list here)*

1. Name \_\_\_\_\_ Phone/email \_\_\_\_\_
2. Name \_\_\_\_\_ Phone/email \_\_\_\_\_

**Please answer the following; this information will be used ONLY if you are hired.**

Do you have a Work Study Award? Amount \_\_\_\_\_ None \_\_\_\_\_

Do you, or, will you, work elsewhere on campus? Yes \_\_\_ No:\_\_\_ How many hours?  
\_\_\_\_\_per week.

Please list any dates you may need to request time off for when applying in order for these to be reviewed and discussed with the Executive Director of SEL and the hiring manager.

---



---

University of Massachusetts Amherst  
Student Engagement & Leadership  
2023-2024 Graduate Assistant Position Description – 10 hr

**TITLE:** Cooperative Business Coordinator

**DEPARTMENT:** Center for Student Businesses (CSB)

**PROGRAM:** Center for Student Businesses (CSB)

**SUPERVISOR:** Director, Center for Student Businesses

**APPOINTMENT TERM:** Current to May 24th 2025

**HOURS:** 10hrs/week

**STIPEND:** \$653.20 Bi-weekly

**APPOINTMENT RENEWAL:** Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

#### General Description

The Program Coordinator will actively participate in the training of undergraduate student interns and in Center for Student Businesses (CSB) program development. CSB supports several long-standing, student-run, nonprofit business co-operatives: the Bike Co-op, Campus Design & Copy, Earthfoods, Greeno Sub Shop, People's Market, Sweets & More, Sylvan Snack Bar. This internship will provide an opportunity to further develop financial and other managerial skills and communication skills, and increase knowledge in the area of group dynamics and organizational development. Reappointment is dependent on department need, satisfactory performance evaluation, experience, academic standing and funding availability.

#### **A. Required Duties (some evening and weekend hours required)**

1. Provide training, in the form of workshops and small group consultations, to undergraduate students participating in the Student Business program. This instruction shall be in the area of skills and techniques related to: strategic planning; financial analysis and planning; retail operating systems (purchasing, inventory control, merchandising, etc.); democratic management (decision making, organizational structures, etc.).
2. Educate, assist and evaluate the Undergraduate Business Consultants in CSB regarding financial management and other pertinent consulting topics that arise in the course of their relationships with the student businesses.
3. Initiate and facilitate students' understanding of conventional accounting methods and how they apply to actual procedures followed by the student businesses as part of the University system.
4. Perform financial duties such as account reconciliation, audit, budget preparation, and sales and meals tax reporting.
5. Supervise and assist CSB committees on event planning, organizational and alumni outreach, marketing and social media, meeting facilitation, and skills workshop planning and development.
6. Perform additional related duties as required.

## B. Requirements

Graduate student in good standing enrolled in a degree program within an academic area related to the job duties. Practical experience in cost accounting, budgeting, and financial analysis; management experience; computer experience, including Microsoft Office; willingness to work with student-run groups; communication skills; ability to work within a diverse student population; ability and willingness to work some evening and weekend hours as necessary.

Preferred: Enrollment in an Isenberg School of Management graduate program; general retail experience or retail experience in the food business; Quickbooks or other financial software knowledge; knowledge of collective or cooperative management structures.

### Compliance Requirements

Graduate students filling assistantships in Student Affairs and Campus Life 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.

### Minimum Required Qualifications

- Enrollment as graduate student in good standing during entire term of appointment.
- Eligibility for appointment to this assistantship, as determined by the Graduate School.
- Availability to serve the entire assistantship term.
- Willingness to perform all mandated compliance reporting and related requirements.

## C. Supervision Received

Work under the direct supervision of the Director of the Center for Student Business

#### D. Compensation and Benefits

Specific compensation and benefits accruing to graduate assistantships are informed by the collective bargaining agreement (“Contract”) with the Graduate Employees Organization (“GEO”) in force during the appointment period. All Graduate Assistants should review this agreement carefully for detailed explanations of compensation and benefits that may apply. Generally, however, Graduate Assistants receive:

1. A stipend based on the number of weekly hours allocated to the applicable assistantship;
2. Tuition and curriculum fee scholarship waiver (as provided in the GEO Contract);
3. Reduced fees for health coverage; and,
4. Vacation leave

#### Collective Bargaining Agreement

Graduate Assistants are employees of the University. Appointments to graduate assistantships must be approved in advance by the Graduate School. Employment matters are guided and informed by University policy and by provisions of a collective bargaining agreement (“Contract”) with the Graduate Employee Organization (“GEO”), a recognized employee union at the University. GEO is affiliated with the United Auto Workers.

The GEO Contract can be found at:

<https://www.umass.edu/gradschool/sites/default/files/GEO%20Contract%202017-2020%20fv.pdf>

Please send cover letter and resume to [gasearchse@umass.edu](mailto:gasearchse@umass.edu)