

Student Engagement & Leadership

University of Massachusetts Amherst
Student Engagement & Leadership
2022-2023 Graduate Assistant Position Description

TITLE: Graduate Assistant Director/Coordinator of the Center for Educational Policy and Advocacy (CEPA)

DEPARTMENT: SEL/Center for Educational Policy and Advocacy(CEPA)

SUPERVISOR: SEL Senior Director

APPOINTMENT TERM: 9/4-5/27/23

HOURS: 20

STIPEND: 30.33 per hour - 9/4-5/27 \$23,050.80

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

A. General Description

Under the general programmatic direction of the Student Government Association (SGA) and the CEPA Advisory Board (Board) carry out the fiscal, administrative, and programmatic operation of CEPA including research, community education, state and federal lobbying, training, and policy advocacy on issues of concern to the undergraduate student body; involves supervision of student staff, time and budget management, and programming. This assistantship offers opportunities to apply theories of student and leadership development; utilize techniques of research and policy advocacy, and gain practical experience in program management. A one-year commitment to the program is expected; the first two months are probationary. Reappointment is dependent on department need, performance evaluation, experience, academic standing and funding availability.

B. Required Duties

1. In conjunction with the Board, develop and implement CEPA's mission, goals, and objectives; develop and implement CEPA operating policies/procedures
2. Oversee student advocacy activities relating to promoting, opposing, or influencing legislation and/or actions of governmental officials on matters affecting the general welfare of students
3. Identify student advocacy needs and concerns, working with SGA; directly related campus education activities; design/approve research and training activities; oversee the development of proposals and reports for consideration by relevant university governance bodies in areas reflecting student concerns
4. Hire student staff with Board approval; train, supervise and evaluate student staff; prepare and update job descriptions; organize duties and schedules to accommodate student staff career interests and program of study as possible. Promote staff effectiveness within a student-managed organization
5. Assist interns with developing and implementing self-guided projects and programs
6. Maintain working knowledge of current political, financial, and academic issues in higher education
7. Direct administrative operation of CEPA; develop an annual budget for Board approval; present budget request to SGA and any other funding sources. Manage budget expenditures for operations, maintenance, and programs; prepare purchase requests, authorize invoice payment. Maintain computer records of all administrative, operations, and programming matters. Prepare program reports for use in Vice-Chancellor and Trustee reports each semester
8. Manage facilities & security and environmental health & safety needs: maintain a relationship with building operations; place work orders; request personnel keys; serve as liaison to university administrative offices
9. Perform other related duties as assigned by the CEPA Advisory Board

C. Minimum Requirements

- Graduate student enrolled in a degree-granting program related to the job duties and in good academic standing;
- Experience working with student governance or student-run organizations
- Demonstrated organizational/research skills and knowledge of the barriers to educational access and other public higher education issues and advocacy experience
- Ability and willingness to address campus diversity issues as relates to the program
- Time and budget management skills; ability to train and supervise students

- Ability to use (e.g.) MS Word and Excel in Windows or comparable software applications
- Ability and willingness to work some evenings and weekend hours as is necessary

D. Supervision Received

Report directly to the SEL Senior Director

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 an appointment to a SACL graduate assistantship.

Minimum Required Qualifications

1. Enrollment as a graduate student in good standing during the entire term of appointment.
2. Eligibility for appointment to this assistantship, as determined by the Graduate School.
3. Availability to serve the entire assistantship term.
4. Willingness to perform all mandated compliance reporting and related requirements.
5. Commitment to student development and similar concepts.
6. Awareness and appreciation for issues of diversity within a collegiate environment.
7. Experience with programming and developmental activities.
8. Demonstrated ability to work with both staff and undergraduate students.
9. Ability and willingness to work evening and weekend hours as necessary.

Preferred Qualifications

Graduate student in a degree program in a related academic area.

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

Some assistantships may receive additional compensation reflecting specific requirements of the assistantship. *In the case of this assistantship*, the following additional compensation is provided -

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:

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