TITLE: SEL Council Advisor
DEPARTMENT: Student Engagement & Leadership
SUPERVISOR: SEL Supervisor
APPOINTMENT TERM: September 4th 2022 to May 27th 2023
*Summer Prep for Fall & Training: August 21st to September 3rd (20 hrs per week, paid bi-weekly at $30.33 an hour, $1,213.20)
HOURS: 20 hrs per week
STIPEND: $30.33 an hour, $1,213.20 paid bi-weekly, $23,050.80 for the appointment term
APPOINTMENT RENEWAL: Appointments are for the stated appointment term only and there is no guarantee of appointment renewal.

Student Affairs and Campus Life (SACL)
Student Affairs and Campus Life is committed to providing meaningful assistantship experiences for graduate students, particularly when these experiences enhance SACL priorities and are relevant to the pursuit of a graduate assistant’s professional goals. It is within this context that SACL makes this assistantship available.

General Summary of Position
The SEL Council Advisor GA is primary advisor for registered student organizations (RSOs) within 2 of 10 Councils: Academic, Cultural, Greek, Leadership & Service, Graduate Student Organizations (GSO), Recreation, or Religious & Spiritual, and possibly Advocacy & Political, Arts & Media, or Governance Councils. Work collaboratively with SEL staff, student group leaders, and campus offices for their services and collaboration. Oversee all aspects of routine student event planning and advising, including risk, travel, and budget management. Serve as a generalist and team member in all areas of SEL, including the development of campus-wide programs, events, organizations and student skills; may coordinate event planning for outside vendors and serve as liaison to other University departments to provide information on campus wide event planning. The assistantship provides an opportunity to gain knowledge of and practical experience in training, event planning, and program development. Reappointment is dependent on department need, satisfactory performance evaluation, experience, and funding availability.

Typical Duties and Responsibilities
1. Support RSOs in 2 Councils with programming, funding allocation, and trainings from SEL and other campus departments.
2. Oversee all aspects of routine RSOs event planning: assess events for needs and parameters; approve events; ensure compliance with university policy; assess risk and implement management strategies; conduct contract negotiations; and oversee after-assessment.
3. Advise/instruct RSOs on budget planning, travel, event management, contracts, risk management, and organizational development; refer them to or consult with business staff or campus colleagues as needed. Work as part of the SEL team to advise major event planning for organizations.
4. Serve as event planning consultant to university colleagues and RSOs’ outside Advisors in SACL, academic and administrative departments, Athletics, and Alumni Relations as well as SEL agencies and clusters. Represent the department in professional regional, national and international organizations involved in event development and advising programs.
5. Assist in planning large, annual and weeklong campus events - such as Welcome Week and Spring Concert - with supervisor, SEL team, Alumni Affairs, SACL and other campus departments.

6. Attend and participate in required trainings including SACL GA orientation the last week of August.

**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**

1. Enrollment as graduate student in good standing during 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](http://www.umass.edu/gradschool/sites/default/files/GEO%20Contract%202017-2020%20fv.pdf)

Priority Deadline: August 5th 2022