



Chief of Staff

The primary responsibilities of the Chief of Staff are to support the GPSA President in the day-to-day administration of the association, manage the committee chairs, manage the GPSA budget, and ensure communication between the Executive and other branches of GPSA, and UNM Administration. Any GPSA member is eligible to apply for the position.

RESPONSIBILITIES

- Serves as an alternate representative for the President on official business to the administration, Board of Regents, and the public;
- Maintain a working knowledge of the GPSA Constitution, Bylaws, policies, and the duties of positions within GPSA;
- Will sign on behalf of the GPSA President for official business;
- Oversees the finances of the Executive Branch, including the executive budget;
- Coordinating with Executive Committee Chairs and executive staff to prepare and submit a budget for the Executive Branch to the GPSA Finance Committee in accordance with budget procedures;
- Oversees the administration of the GPSA Office;
- Aiding in appointment of Executive Standing Committee Chairs and representatives to joint Student-Faculty Senate and University committees;
- Ensuring delivery of executive committee reports to GPSA Council at least once per semester;
- Works with the President, Council Chair, and Committee Chairs to produce the annual GPSA report which should be maintained electronically and posted on the GPSA Website;
- All other duties as assigned or as defined by the GPSA Constitution and Bylaws.

Qualifications

- Must be accepted and enrolled in a graduate or professional program;
- Working knowledge of the GPSA, and our Constitution and Bylaws preferred but not required
- Experience with managing a team, and working in a team environment;
- Strong verbal and written communication skills, including producing and delivering cohesive presentations;
- Broad understanding of budget spreadsheets and terminology; previous experience managing a budget preferred, but not required;
- Ability to work independently and complete tasks on deadline;
- Project management experience preferred, but not required;
- The ability to work efficiently in a fast-paced, dynamic environment;
- Knowledge of social media marketing preferred but not required.

TERM

The term is one year coinciding with the President's term of office, beginning upon appointment by the President and ending at noon of the last day of the following spring semester.



GRADUATE *and* PROFESSIONAL
STUDENT ASSOCIATION

COMPENSATION

The Chief of Staff position is a graduate assistantship comprising of a monthly stipend at the maximum of a .5 FTE rate as determined by University policy, six (6) resident graduate tuition hours per semester during the fall and spring terms, and three (3) resident graduate tuition hours during the summer semester, at the rates published by the Bursar's Office, and graduate student health insurance from the university.

SPECIAL CONDITION

This employment contract is effective Monday, June 1, 2018 through May 31, 2019. However, the selected candidate will be expected to start training with the current Chief of Staff in May.