



GRANTS COMMITTEE CHAIR JOB DESCRIPTION

The primary responsibility of the Grants Committee Chair is to organize and execute the annual GPSA grants cycles for the fall, spring and summer semesters. They will provide leadership to a committee of no fewer than five (5) appointed members and will hold one (2) vote on the Executive Board (E-Board). The Grants Chair will be a member of the GPSA in good standing and will report to the President and Chief of Staff.

DUTIES, POWERS & RESPONSIBILITIES

- Organize and execute the annual GPSA grants cycles for the fall, spring and summer semesters
- Administer the Grants Committee and funding budgets
- Receive and process grant applications
- Recruit and train grant readers
- Coordinate application workshops, grants reader training sessions, and appeals session
- Hold regular committee meetings during grant cycle periods
- Attend meetings and information sessions as requested by the President
- Provide end of semester and annual written public report to the President
- Adhere to the Constitution and Bylaws (with particular attention to the Grants Code) in the effective execution of their position
- Maintain scheduled office hours in the GPSA Office (minimum of twenty 20 hours per week)

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.

COMPENSATION

The Grants Committee Chair 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, 2019. However, the selected candidate will be expected to start training with the current Grants Chair May 28-31, 2019.

APPLICATION

If you are interested in applying for this position, please send a cover letter and resume/CV to gpsa@unm.edu by 11:59 p.m. Sunday, May 12, 2019 with the subject line 'Grants Committee Chair Application'.