



GRANTS COMMITTEE CHAIR

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. S/he will provide leadership to a committee of no fewer than five (5) appointed members, and will hold one (1) vote on the Executive Board (E-Board). The Grants Chair will be responsible for the administration and management of the GPSA Grants budget. This position will report to the GPSA President, with a dotted line to the GPSA Council Chair

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;
- Work with UNM IT to ensure regular updates to the GPSA Grants website (gpsagrants@unm.edu);
- Organize and facilitate trainings for grant applicants and readers
- Recruit grant readers;
- Provide a verbal update to the GPSA Council at least one time during the fall semester, and one time during the spring semester;
- Coordinate application workshops, grants reader training sessions, and appeals sessions;
- Hold regular committee meetings throughout the year;
- 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 his/her position;
- Respond to emails in the gpsafunding@unm.edu inbox in a timely and consistent manner;
- Provide up-to-date information and updates via the GPSA Grants web-page;
- Conduct him/herself in a manner that promotes public confidence in the integrity and impartiality of the grants process;
- Work closely with the Student Government Accounting Office (SGAO) for funding distribution and budgeting;
- Maintain office hours in the GPSA Office (minimum of twenty (20) hours per week);
- 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, specifically the GPSA Grants Code 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;



GRADUATE *and* PROFESSIONAL STUDENT ASSOCIATION

- 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;
- Experience with website administration, preferable in Drupal.

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 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 Grants Chair in May.