



---

## STUDENT SUPPORT & ADVOCACY COMMITTEE CHAIR JOB DESCRIPTION

The primary responsibility of the Student Support & Advocacy Committee Chair is to assist and advocate for graduate and professional students requesting the support of the GPSA. S/he will provide leadership to a committee of no fewer than five appointed members and will hold one vote on the Executive Board (E-Board). The Student Support & Advocacy Chair will be a member of the GPSA in good standing and will report to the President and Chief of Staff.

### RESPONSIBILITIES

- Assist and advocate for students requesting the support of GPSA
- Administer the Student Support & Advocacy Committee budget
- Enable close working relationships with the UNM community
- Act as a GPSA Liaison for students and respond to student inquiries about GPSA
- Conduct on-campus outreach and education about services and resources available through GPSA and the University
- Collaborate with graduate and professional student organizations
- Hold regular committee meetings at least one per month while Council is in session
- Provide an end of semester and annual written public report to the President
- Adhere to the Constitution and Bylaws in the effective execution of his/her position
- Assemble and manage a committee comprised of no fewer than 5 members
- Hold voting membership on the E-Board
- Maintain scheduled office hours in the GPSA Office (minimum of three hours per week)
- All other duties as assigned

### QUALIFICATIONS

- Motivated self-starter who can complete projects with minimal supervision
- Strong verbal and written communication skills
- Comfort interacting with a diverse student population
- Ability to manage multiple

### TERM

- Term of office is from the date of appointment until noon on the last day of the academic year. The term may otherwise end when a letter of resignation is submitted to the President or if the President wishes to rescind the appointment

### STIPEND

- Stipend for the Student Support & Advocacy Committee Chair is determined annually through the annual budget process or appropriation

GPSACOS 8/2017