

Chief of Staff:

- Serves as an alternate representative for the President on official business to the University administration, Board of Regents, and the public
- Maintains a working knowledge of the GPSA Constitution, Bylaws, policies, and the duties of positions within GPSA; updates these documents as needed
- Can sign on behalf of the GPSA President for official business
- Oversees the finances of the Executive Branch, including the executive budget
- Coordinates 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 personnel of the GPSA Executive Branch
- Aids, but not manages, appointment of Executive Standing Committee Chairs and representatives to joint Student-Faculty Senate and University committees
- Assist with selection of Executive Board for GPSA
- Hold weekly executive board meetings
- Maintain scheduled office hours in the GPSA Office [20 Hours/week]
- Ensures delivery of Executive Branch staff 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 reasonably requested by the President 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, complete tasks on deadline, and work efficiently in a dynamic environment
- Project management experience and knowledge of social media marketing preferred, but not required
- Conduct themselves in a manner that promotes professionalism and respect among GPSA members

Compensation:

- The Chief of Staff position is a graduate assistantship comprising of a monthly stipend at the maximum of a 0.5 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.