

Job Description

Position Title: GSS President

Title of Supervisor: Assistant Director for Student Government

Schedule: 8 hours/week

General Scope of Position

The purpose of the Graduate Student Senate is to act as the representative body of the Associated Graduate Students of the University of San Francisco (AGSUSF). The Senate will advocate for the needs of AGSUSF by serving as a liaison between the Association and the USF administration. The GSS President shall serve as the Chief Executive Officer and official spokesperson for AGSUSF. It is the role of the President to ensure student representation and student voice in University decision making. This position oversees all works of the Senate and its members as well as the development of the executive board.

Specific Duties and Responsibilities

- Serve as the official spokesperson for AGSUSF
 - Serve as the Graduate Representative to the USF Board of Trustees
 - Deliver the general message on the state of AGSUSF and the Senate to the USF Board of Trustees
 - Attend meetings with campus administration including the University President, Provost, etc.
- Solicit student voice and maintain communication with the student body
 - Coordinate presidents' meetings among all organization presidents
 - Deliver the general message on the state of AGSUSF and Senate to the students at Graduate Summits
- Coordinate support and development of Senate executive officers
 - Prepare the agenda, coordinate speakers, and chair Senate executive board meetings
 - Facilitate ongoing check-ins and appraisals with the executive officers
 - Plan training for the executive board in conjunction with the Senate advisor(s)
- Ensure student representation on University committees
 - Recruit students to serve on University committees in conjunction with the Division of Student Life
 - Establish means to receive reports from student representatives
 - Review applications and make recommendations to Senate for appointments
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Meet weekly with Senate advisor
- Facilitate bi-weekly meetings with Senate Pair: Branch Campus Representative
- Attend Senate sponsored events as required
- Serve as an ex officio, non-voting member of all Senate bodies

Qualifications

- Must be matriculated, currently enrolled graduate student at the University of San Francisco
- Minimum cumulative GPA 3.0 and good disciplinary standing at USF

Time Commitment and Compensation

Graduate Student Senate executive officers are expected to work during mandatory training/orientation/preparation period on May 8, 2017 (3 hours), May 22, 2017 (3 hours), August 14, 2017 (3 hours), and August 28, 2017 (3 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 8 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), executive board meetings (1 hour), advisor meetings (.5 hour), and office hours (4 hours). Occasional evening and weekend hours will be required including summer preparation (15 hours), training/preparation January 22, 2018 (3 hours) and January 29, 2018 (3 hours), Board of Trustees meetings September 14-15, 2017, December 7-8, 2017 and March 22-23, 2018 (18 hours), and Elections Polling (4 hours).

Job Description

Position Title: GSS Vice President of Internal Affairs

Title of Supervisor: Assistant Director for Student Government

Schedule: 7 hours/week

General Scope of Position

The purpose of the Graduate Student Senate is to act as the representative body of the Associated Graduate Students of the University of San Francisco (AGSUSF). The Senate will advocate for the needs of AGSUSF by serving as a liaison between the Association and the USF administration. The GSS Vice President of Internal Affairs shall assist the President in management of the Senate, and serve as the liaison between Senators and the Executive Board. The Vice President of Internal Affairs shall serve as Senate archivist, manage all Senate internal affairs and training/development.

Specific Duties and Responsibilities

- Serve as the liaison between Senators and the Executive Board
 - Shall assume the office of the President should that position become vacant
 - Interpret and review the Senate Constitution, By-laws, and other governing documents
- Plan, coordinate logistics, and chair weekly Senate meetings
 - Prepare weekly agendas and send out weekly minutes for Senate meetings
 - Prepare resolutions/action items for Senate meetings
 - Invite administration and community members to Senate meetings to speak
- Facilitate transitions and coordinate filling of vacant Senate seats
 - Seek nominations for elections and appointments; oversee applications, interviews, and appointments
 - Facilitate new member orientation and training sessions
 - Coordinate transitions between outgoing and incoming officers
- Coordinate educational, developmental, and community building opportunities and trainings for the Senate
 - Facilitate ongoing check-ins and appraisals with the Senators
 - Plan training for the Senate retreats in conjunction with the Senate advisor(s)
- Chair the Internal Affairs Committee; prepare the agenda, coordinate speakers, chair the meetings, etc.
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Meet weekly with Senate advisor
- Facilitate bi-weekly meetings with Senate Pair: College of Arts and Sciences Representatives
- Attend Senate sponsored events as required
- Serve as an ex officio, non-voting member of Senate, and shall vote only in the case of a tie

Qualifications

- Must be matriculated, currently enrolled graduate student at the University of San Francisco
- Minimum cumulative GPA 3.0 and good disciplinary standing at USF

Time Commitment and Compensation

Graduate Student Senate executive officers are expected to work during mandatory training/orientation/preparation period on May 8, 2017 (3 hours), May 22, 2017 (3 hours), August 14, 2017 (3 hours), and August 28, 2017 (3 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 7 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), executive board meetings (1 hour), advisor meetings (.5 hour), and office hours (3 hours). Occasional evening and weekend hours will be required including summer preparation (10 hours), training/preparation January 22, 2018 (3 hours) and January 29, 2018 (3 hours), Board of Trustees committee meetings September 14, 2017, December 7, 2017 and March 22, 2018 (6 hours), and Elections Polling (4 hours).

Job Description

Position Title: GSS Vice President of Treasury

Title of Supervisor: Assistant Director for Student Government

Schedule: 7 hours/week

General Scope of Position

The purpose of the Graduate Student Senate is to act as the representative body of the Associated Graduate Students of the University of San Francisco (AGSUSF). The Senate will advocate for the needs of AGSUSF by serving as a liaison between the Association and the USF administration. The GSS Vice President of Treasury manages Senate's budget. By chairing Finance Committee, the Vice President of Treasury manages the allocation of the Student Activity Fee, develops a recommended annual budget for review by the Senate, and allocates student event funds for graduate student organizations (non-AGSUSF Funded Accounts).

Specific Duties and Responsibilities

- Serve as the Business Manager of Senate and is responsible for meeting all budget requirements
 - Ensure adherence to the awarded budget and work with Senate members on utilizing allocated funds
 - Develop the budget proposal in the spring semester of each year
- Manage the allocation of the Student Activity Fee
 - Assure adherence to the fiscal policies and procedures of student organizations and the University
 - Develop a recommended annual budget for review by the Senate
- Coordinate an annual budget process for AGSUSF Funded Accounts
 - Facilitate ongoing check-ins and budget reports with each Funded Account
 - Reviews budget change requests for Funded Accounts
 - Oversee budget stipulations, conduct workshops, facilitate budget hearings and deliberations
- Oversee funding to registered graduate student organizations
 - Allocate student event funds for student organizations (non-AGSUSF Funded Accounts)
 - Review applications, maintain communication and provide support to organizations, send award letters
- Chair the Finance Committee; prepare the agenda, coordinate speakers, chair the meetings, etc.
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Meet weekly with Senate advisor
- Facilitate bi-weekly meetings with Senate Pair: School of Education Representatives
- Attend Senate sponsored events as required
- Serve as an ex officio, non-voting member of Senate

Qualifications

- Must be matriculated, currently enrolled graduate student at the University of San Francisco
- Minimum cumulative GPA 3.0 and good disciplinary standing at USF

Time Commitment and Compensation

Graduate Student Senate executive officers are expected to work during mandatory training/orientation/preparation period on May 8, 2017 (3 hours), May 22, 2017 (3 hours), August 14, 2017 (3 hours), and August 28, 2017 (3 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 7 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), executive board meetings (1 hour), advisor meetings (.5 hour), and office hours (3 hours). Occasional evening and weekend hours will be required including summer preparation (10 hours), training/preparation January 22, 2018 (3 hours) and January 29, 2018 (3 hours), Board of Trustees committee meetings September 14, 2017, December 7, 2017 and March 22, 2018 (6 hours), and Elections Polling (4 hours).

Job Description

Position Title: GSS Vice President of External Affairs

Title of Supervisor: Assistant Director for Student Government

Schedule: 7 hours/week

General Scope of Position

The purpose of the Graduate Student Senate is to act as the representative body of the Associated Graduate Students of the University of San Francisco (AGSUSF). The Senate will advocate for the needs of AGSUSF by serving as a liaison between the Association and the USF administration. The GSS Vice President of External Affairs shall be responsible for creating a promotional campaign that markets Senate to the campus community. The Vice President is responsible for the planning and implementation of Senate signature events including Senate Weeks and Graduate Summits.

Specific Duties and Responsibilities

- Oversee all external communication and create a promotional campaign that markets Senate
 - Advertise Senate meetings, committee meetings, initiatives, events, etc.
 - Serve as the liaison between the media organizations and other student governments and Universities
 - Maintain continual contact and ensure Senate presence at student organization meetings and events
- Ensure accuracy, consistency, and presence on Senate's marketing platforms and promotional materials
 - Oversee content management and edits for Senate's website and brochure
 - Keep social media outlets up to date and ensure Senate presence in the Graduate Phoenix newsletter
- Market Senate elections and opportunities for involvement with Senate
 - Market nominations for elections and appointments as well as committee membership opportunities
 - Collaborate with Student Leadership and Engagement to ensure Senate participate in election events
 - Advertise all Senate and committee positions that become vacant throughout the year
- Plan and coordinate Senate's signature events including Senate Weeks and Graduate Summits
 - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
 - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Chair the External Affairs Committee; prepare the agenda, coordinate speakers, chair the meetings, etc.
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Meet weekly with Senate advisor
- Facilitate bi-weekly meetings with Senate Pair: School of Management Representatives
- Attend Senate sponsored events as required
- Serve as an ex officio, non-voting member of Senate

Qualifications

- Must be matriculated, currently enrolled graduate student at the University of San Francisco
- Minimum cumulative GPA 3.0 and good disciplinary standing at USF

Time Commitment and Compensation

Graduate Student Senate executive officers are expected to work during mandatory training/orientation/preparation period on May 8, 2017 (3 hours), May 22, 2017 (3 hours), August 14, 2017 (3 hours), and August 28, 2017 (3 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 7 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), executive board meetings (1 hour), advisor meetings (.5 hour), and office hours (3 hours). Occasional evening and weekend hours will be required including summer preparation (10 hours), training/preparation January 22, 2018 (3 hours) and January 29, 2018 (3 hours), Board of Trustees committee meetings September 14, 2017, December 7, 2017 and March 22, 2018 (6 hours), and Elections Polling (4 hours).



Job Description

Position Title: GSS Vice President of Mission

Title of Supervisor: Assistant Director for Student Government

Schedule: 7 hours/week

General Scope of Position

The purpose of the Graduate Student Senate is to act as the representative body of the Associated Graduate Students of the University of San Francisco (AGSUSF). The Senate will advocate for the needs of AGSUSF by serving as a liaison between the Association and the USF administration. The GSS Vice President of Mission shall be responsible for instilling the mission of the University within AGSUSF and the Senate. The Vice President shall create collaborative initiatives to promote and foster the spirit of justice, equality, diversity, and inclusion on campus.

Specific Duties and Responsibilities

- Instill the mission of the University within AGSUSF through educational initiatives
 - Educate the University community about prevalent mission initiatives and issues
 - Ensure that AGSUSF leads the campus in advocating for students
 - Serve as Senate liaison between all graduate student organizations on campus
- Instill the mission of the University within Senate through service
 - Coordinate Senate's Community Action and service projects
 - Facilitate service and reflection opportunities
- Create collaborative initiatives to promote and foster the spirit of justice, equality, diversity, and inclusion
 - Coordinate mission related events of Mission Weeks, Movies that Matter, Forum Series, etc.
 - Develop relationships with all mission entities on campus in order to foster collaboration
- Chair the Mission Committee; prepare the agenda, coordinate speakers, chair the meetings, etc.
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Meet weekly with Senate advisor
- Facilitate bi-weekly meetings with Senate Pair: School of Nursing and Health Professions Representatives
- Attend Senate sponsored events as required
- Serve as an ex officio, non-voting member of Senate

Qualifications

- Must be matriculated, currently enrolled graduate student at the University of San Francisco
- Minimum cumulative GPA 3.0 and good disciplinary standing at USF

Time Commitment and Compensation

Graduate Student Senate executive officers are expected to work during mandatory training/orientation/preparation period on May 8, 2017 (3 hours), May 22, 2017 (3 hours), August 14, 2017 (3 hours), and August 28, 2017 (3 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 7 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours), executive board meetings (1 hour), advisor meetings (.5 hour), and office hours (3 hours). Occasional evening and weekend hours will be required including summer preparation (10 hours), training/preparation January 22, 2018 (3 hours) and January 29, 2018 (3 hours), Board of Trustees committee meetings September 14, 2017, December 7, 2017 and March 22, 2018 (6 hours), and Elections Polling (4 hours).

Job Description

Position Title: GSS Senator Representative

Title of Supervisor: Assistant Director for Student Government

Schedule: 4 hours/week

General Scope of Position

The purpose of the Graduate Student Senate (GSS) is to act as the representative body of the Associated Graduate Students of the University of San Francisco (AGSUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. Senators represent the legislative branch of the GSS. Senators represent the voice of their respective constituents. Senators shall be responsible primarily to their respective constituent community.

Specific Duties and Responsibilities

- Represent the needs and concerns of respective constituents
 - Serve as a liaison between Senate and respective constituents
 - Meet with respective administrators and campus partners
 - Conduct research to be informed when voting on important Senate matters
 - Relay AGSUSF resources to graduate students
- Plan and coordinate a Senate initiative at least once per term for respective constituents
 - Facilitate a discussion during a weekly Senate meeting on behalf of constituency
 - Submit and present a resolution on behalf of constituency
 - Prepare and propose a budget to utilize the Senate Initiative Fund
 - Coordinate logistics and delegate tasks including media coverage, room reservations, catering, etc.
 - Draft invitations to administrators to be given on behalf of the Senate, sent by the President
- Serve on one GSS committee
- Meet bi-weekly with Senate executive pair
 - President: Branch Campus Representative
 - VP of Internal Affairs: College of Arts and Sciences Representatives
 - VP of Treasury: School of Education Representatives
 - VP of External Affairs: School of Management Representatives
 - VP of Mission: School of Nursing and Health Professions Representatives
- Hold weekly office hours at the Senate desk and attend meetings, trainings, workshops as required
- Attend Senate sponsored events as required
- Serve as a voting member of Senate

Qualifications

- Must be matriculated, currently enrolled graduate student at the University of San Francisco
- Minimum cumulative GPA 3.0 and good disciplinary standing at USF

Time Commitment

Graduate Student Senate officers are expected to work during mandatory training/orientation/preparation period on May 8, 2017 (3 hours) and August 28, 2017 (3 hours). During the academic year, work must be regularly scheduled, Monday through Friday, for 4 hours per week. Specific weekly schedule will be set at time of hire and shall include weekly Senate meetings (2 hours) and office hours (2 hours). Occasional evening and weekend hours will be required including summer preparation (5 hours), training/preparation January 29, 2018 (3 hours), and Elections Polling (4 hours).



Job Description

Position Title: Student Government Assistant

Title of Supervisor: Assistant Director for Student Government

Schedule: 15-20 hours/week

General Scope of Position

This position has broad responsibilities that include general assistance for the ASUSF Senate and the Graduate Student Senate (GSS). Specifically, the Student Government Assistant will work on projects and tasks related to ASUSF Senate and GSS operations, meetings, finances, events/programs, advocacy efforts, services, communications, marketing/outreach, and other duties as assigned.

Specific Duties and Responsibilities

- Perform clerical duties including answering phones, data entry, copying, faxing, receiving/distributing mail and other materials, running errands, keeping office area clean, maintaining calendars, making appointments, greeting visitors, and responding to general inquiries
- Assist with the development and distribution of marketing materials, brochures, and applications
- Assist with outreach to students, clubs and organizations, faculty, staff, and other interested parties
- Provide administrative support to ASUSF Senate and Graduate Student Senate
- Coordinate logistics for meetings, workshops, trainings, and events on behalf of Executive Officers including scheduling, marketing, room reservation, catering, nametags, and materials
- Communicate with Senators and Executive Officers regarding important dates and deadlines
- Take accurate and reliable notes at meetings and develop minutes, summaries, and reports
- Assist with the planning, coordination, and implementation of ASUSF Senate-and GSS sponsored events
- Assist with financial functions including deposits, invoices, purchase requisitions, work orders, reimbursements, and office supply orders
- Maintain financial accounts including tracking expenditures and income, budget reconciliation, and reporting
- Maintain program and personnel files, contact lists, and other records
- Participate in meetings, trainings, and other scheduled activities
- Assist with other projects and tasks as assigned

Qualifications

- Excellent interpersonal, verbal, and written communication skills
- Computer skills including MS Word, Excel, and Access
- Ability to multi-task, prioritize, and meet deadlines
- Positive attitude, friendly and professional
- Reliable, good follow-through
- Independent self-starter, able to take initiative
- Understanding of leadership and business principles and/or desire to learn
- Familiarity with SLE/ASUSF programs and responsibilities associated with the position
- Commitment to work in a culturally diverse environment and to contribute to the mission and goals of SLE/ASUSF and the University
- Minimum cumulative GPA 2.0 and good disciplinary standing at USF
- Work Study preferred

Time Commitment and Compensation

Position will begin on July 31, 2017 and continue through May 11, 2018. Mandatory training/orientation/preparation period will be from August 1-18, 2017. During the academic year, work must be regularly scheduled during business hours of 9 am to 5 pm, Monday through Friday. The Student Government Assistant will work 15-20 hours per week. Specific schedule will be set at time of hire. The Student Government Assistant is required to return to work in the Spring semester for training/preparation from January 8-19, 2018.

In addition, work must be scheduled to accommodate the following meetings:

- Graduate Student Senate meetings (Mondays 6-8 p.m.), ASUSF Senate meetings (Tuesdays 6-8 p.m.), and ASUSF executive board meetings (Wednesdays 1-3 p.m.); **OR** the following meetings:
- GSS Finance Committee meetings (Mondays 5-6:30 p.m.) and ASUSF Finance Committee meetings (Mondays and Fridays 1-2:30 p.m.).