

**Call for Applicants:
UCR Graduate Student Association Chief of Staff (COS)**

The UCR Graduate Student Association is seeking applicants for the Chief of Staff (COS) position. The COS position is an assistant to the GSA President and, under the direction of the President, coordinates with GSA officers to effectively manage projects. The Chief of Staff is a member of the Executive Board and sits as a non-voting member on the Presidential Cabinet.

This is a paid position. The stipend for 2018-2019 will be \$2,400 annually.

The term of this appointment will be from September 1, 2018 - June 30, 2019 (with an option to renew for the next academic year).

Applicants should submit a letter of interest, along with their GSA and relative experience, and a current CV or resume to the current GSA President (gsaucr@ucr.edu) before May 21, 2018.

JOB DESCRIPTION – **STILL UNDER REVIEW AND SUBJECT TO REVISION**
CHIEF OF STAFF (COS)
2018-2019 UCR GSA

The Chief of Staff serves as a senior assistant and advisor to the President and, under the direction of the President, coordinates GSA officers to effectively manage projects.

Reports to: GSA President

Appointed Officer Responsibilities

- Attend Executive Board meetings and Graduate Student Council meetings each month. A schedule of meetings is provided in September and is available on-line. If the COS is unable to attend a meeting, they must notify the President at least two hours before the meeting. Per the Bylaws, three unexcused absences warrant stipend withholding and possible termination.
- Attend all committee meetings as assigned by the President. If the officer is unable to attend their meeting, they must notify the President at least two hours before the meeting.
- Post and maintain two office hours per week. The scheduling of the office hours will be coordinated with the President and posted to the GSA website.
- Complete and submit a monthly officer report to the President detailing work performed over the course of the reporting period.
- Maintain a brief record containing important information to ensure a smooth transition of power to incoming officers. This record shall contain contact, procedural, and other essential information (e.g. timeline of events for the year) relevant to the office.
- Answer email communication in a timely manner and maintain a record of all written/electronic communication on behalf of the GSA.
- Any other responsibilities delegated to the officer by the President, GSC, or per the bylaws or Constitution.

Responsibilities as an Assistant to the President

- Serve as an assistant and advisor to the President.
- Attend the Presidential Cabinet meetings every month. These meetings are held the second or third week of each month and are approximately three hours long. The COS will take minutes during this meeting.
- Work with the President to generate the agenda for the Presidential, Executive, and General Council meetings.
- Sit as a proxy for the President on university committees when the President is unable to attend.
- Assist the President in appointing officers to university and GSA committees.
- Manage the President's schedule and appointments.
- Manage the flow of information between the President and the Executive Board.
- Respond on behalf of the President to emails, phone calls, texts, or any other forms of correspondence, when requested.
- Perform administrative duties as assigned by the President, including but not limited to filing reimbursements, making travel arrangements, etc.

Responsibilities as the Chief of Staff, at the discretion of the President

- Coordinate the work of officers in order to effectively manage GSA projects.
- Maintain a list of all GSA projects, the point person, and monitor progress towards goal.
- Oversee the actions of GSA elected and appointed officers and liaisons, in coordination with their direct supervisor.
- Work with the President and GSA officers to set goals.
- Follow up with GSA officers to ensure that monthly officer reports are completed on time and posted to the website. Create an Executive Summary of the reports.
- Track attendance at GSC, E-Board, committee meetings, and office hours. Notify the President of absences.