

**Call for Applicants:
UCR Graduate Student Association Conference Travel Grant Coordinator (CTGC)**

The UCR Graduate Student Association is seeking applicants for the Conference Travel Grant Coordinator (CTGC) position. The CTGC position oversees the GSA Conference Travel Grant system, including chairing the Conference Travel Grant Committee, monitoring the approval and denial process, and making projections for upcoming years. The CTGC also serves on the GSA Executive Board and on a university committee.

This is a paid position (see current bylaws for payrate). The Coordinator can expect to work a minimum of five (5) but up to twenty (20) hours per week during peak times.

The term of this appointment will be from July 1, 2018 - July 31, 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 7, 2018.

JOB DESCRIPTION
CONFERENCE TRAVEL GRANT COORDINATOR (CTGC)
UCR GSA

The Conference Travel Grant Coordinator is primarily responsible for overseeing, reviewing, and approving conference travel grant applications for individual graduate students.

Reports to: GSA President

Monthly Responsibilities

- Attend GSA Executive Board meetings every month. These meetings are typically the last Wednesday of the month at 7pm, but a schedule will be provided in advance. If the CTGC will not be able to attend a meeting, they must notify the GSA President at least two hours in advance with an acceptable reason.
- Attend GSA General Council meetings every month. These meetings are typically held the first Wednesday of the month at 7pm, but a schedule will be provided in advance. If the CTGC will not be able to attend a meeting, they must notify the GSA President at least two hours in advance with an acceptable reason. The CTGC participates in these meetings, but does not have a vote.
- During these meetings, the CTGC should be prepared to report on the condition of the CTG Program and make appropriate recommendations.
- Organize and chair a CTG committee meeting before the 15th day of each month.
- Report grant applications to department travel coordinators.
- Make monthly application deadline announcements on the GSA Facebook page and via email.
- Complete and submit an officer report detailing work performed over the course of the reporting period.

Weekly Responsibilities

- Keep at least two office hours in the GSA office per week.
- Verify that conferences meet GSA requirements and that applicants meet eligibility requirements as stated in the GSA Bylaws.
- Track and approve funding for completed applications.
- Send denial letters to incomplete or late applications.
- Respond to emails related to travel grants within 24 hours.

Other Responsibilities

- Sit on at least one university committee as a graduate student representative, as appointed by the President.
- Advise the President regarding GSA Conference Travel Grant Budget Planning, including but not limited to monthly tracking and generating projections.
- Give CTG presentations to department mini-GSAs and at orientations as needed.
- Create monthly application deadlines using the next academic year calendar.
- Any responsibilities stated in the Constitution and Bylaws.
- Any responsibilities delegated to the CTG by the General Council or the President.