

Elected Officers Job Descriptions 2016-17:

1) EMAIL TO BE SENT OUT:

Dear Graduate Students,

If you are interested in running for one of the 6 elected positions at GSA (President, Executive Vice President, Vice President of Academic Affairs, Finance Officer, GSHIP Officer, Public Relations Officer), please review the job descriptions attached below and:

- 1) fill out [this form](#)
- 2) send your candidature (CV; cover letter; short bio, picture) to GSAUCRElections@gmail.com

By **March 13, at 1pm.**

Visit the [GSA website](#) for more detailed descriptions on the positions, application process, and documents to send. Refer to the [UCR elections website](#) for additional information regarding timeline and previous years' elections.

2) ATTACHMENT TO THE EMAIL:

GSA Elected Officers Short Job Descriptions:

To apply:

- 1) Fill Out [this form](#)
- 2) Send to GSAUCRElections@gmail.com by **March 13, 1PM:**
 - CV
 - One- page Cover Letter detailing your 6months GSA experiences for the President, EVP, and VPPA positions, your motivation and qualifications
 - Short bio (5 sentences-150 words max) detailing your name, year, major, experience with GSA and/or qualifications
 - Head photograph

Click [here](#) to see the detailed job descriptions for each elected position:

**Students must be current full time graduate students in good standing to be eligible*

Executive Vice President:

The Executive Vice President (EVP) is primarily responsible for external affairs (local, state, federal) and system-wide issues, and oversees the external affairs office comprised by the Legislative Liaison, the Campus Organizing Director, and the Sustainability Officer. Their main mission is to lead campus actions pertinent to the graduate student body, lobby at the University, Community, State and Federal levels, and contribute to the development of sustainability within the UC system. The EVP is required to fulfill the

following duties among others during their term: 1) attending monthly executive board and general council meetings, 2) chairing the by-laws and elections committees, 3) representing the UCR graduate student community at the UC Student Association (UCSA) board meetings and in other academic/advocacy settings, 4) reporting back any system-wide, state, and federal issues to the General Council and 5) working on system wide issues on campus that are pertinent to UCR, and 6) holding at least two office hours in the GSA office per week. This position requires travelling at least one weekend a month to one of the nine other UC campus to attend UC Student Association's (UCSA) board meetings with other EVPs. **The minimum requirements** for this position are: 6 months' experience with GSA works, good knowledge of UCR's graduate students' issues, basic knowledge of UCR, system-wide, state and federal administration and policies, excellent leadership skills.

Vice President of Academic Affairs:

The Vice President of Academic Affairs (VPAA) is primarily responsible for internal campus issues (rather than system-wide issues) and administers and works on the college and department level with the Academic Affairs Officers (AAOs) and the Mini-GSAs. The VPAA is required to fulfill the following duties among others during their term: 1) attending monthly executive board and general council meetings, 2) serving as a liaison between the UAW and the GSA, 3) chairing the Academic Affairs, Events and Allocations, and DIAL Student Advisory committees, 4) overseeing the college of Academic Affairs, and 5) holding at least two office hours in the GSA office per week. **The minimum requirements** for this position are: 6 months' experience with GSA works, good knowledge of UCR's graduate students' issues, basic knowledge of UCR's administration and policies, excellent communication and leadership skills.

Finance Officer:

The Graduate Student Finance Officer, in collaboration with the GSA staff is involved with the documentation and preparation of updates on the GSA's finances, and reports to the president and the general council. The Finance Officer is required to fulfill the following duties among others during their term: 1) attending monthly executive board and general council meetings, 2) submitting a monthly, detailed officer report, 3) fundraising and writing grants on behalf of GSA, 4) meeting with the GSA staff for updates on the GSA finances, and 5) holding at least two office hours in the GSA office per week. **The minimum requirements** for this position are: good knowledge of Excel and accounting basics, and basic grant writing skills.

GSHIP Officer:

The Graduate Student Health Insurance Plan Officer (GSHIP Officer) is the liaison between the GSA/Graduate student body and Student Health Services, Student Health Advisory Committee and the UC wide Executive Oversight Board for the UCSHIP insurance, and reports to the GSA president and the general council. The GSHIP Officer is required to fulfill the following duties among others during their term: 1) attending monthly executive board and general council meetings, 2) chairing the GSHIP committee meeting, attending Student Health Advisory Committee meetings, 3) participating in the monthly UCSHIP Executive Oversight Board meetings, 4) being readily available via email for graduate student concerns, and 5) holding at least two office hours in the GSA office per week. **The minimum requirements** for this

position are: good knowledge of UCR and other insurances' policies, and possession of good communication and human resources skills.

Public Relations Officer:

The Public Relations Officer is responsible for promoting the work of GSA by communicating with the graduate student body through the website, social medias, and the press, and coordinating campus-wide events for graduate students. The Public Relations Officer is required to fulfill the following duties among others during their term: 1) attending monthly executive board and general council meetings, 2) chairing the Social Committee, 3) managing event budget, 4) coordinating catering for Executive and General Council meetings, 5) supervising the Webmaster's curation of the GSA webpage and social medias, 6) releasing press releases in collaboration with the presidential cabinet, 7) coordinating monthly or quarterly events, and 8) holding at least 2 office hours in the GSA office per week. **The minimum requirements** for this position are: excellent public relations skills, and good event organization and writing skills.