

**Call for Applicants:  
UCR Graduate Student Association Academic Affairs Officers  
BCOE, CHASS, CNAS, AGSM, BMS/MED, GSOE, SPP**

The AAOs serve as assistants to the Vice President of Academic Affairs (VPAA) and liaisons between the VPAA and the college and department reps. The AAO, under the direction of the VPAA, meets quarterly with the Dean of their College and with the Mini-GSA Reps in the college. The AAO will communicate GSA issues and programs to departments and can organize interdepartmental events within their college.

This is a paid position. The stipend for 2019-2020 will be \$1,080 annually for BCOE, CHASS, and CNAS, paid \$120 monthly, and \$600 annually for AGSM, BMS/MED, GSOE, and SPP, paid \$66.66 monthly. The term of this appointment will be nine months, from September 1, 2019 - May 31, 2020 (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 Vice President of Academic Affairs (vpaa.gsa@ucr.edu) before May 22, 2019.

**JOB DESCRIPTION**  
**ACADEMIC AFFAIRS OFFICER (AAO)**  
2019-2020 UCR GSA

The AAOs (one per college) serve as assistants to the Vice President of Academic Affairs (VPAA) and liaisons between the VPAA and the college and department reps. The AAO, under the direction of the VPAA, meets quarterly with the Dean of their College and with the Mini-GSA Reps in the college. The AAO will communicate GSA issues and programs to departments and can organize interdepartmental events within their college

Reports to: GSA Vice President of Academic Affairs (VPAA)

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 officer is unable to attend a meeting, they must notify their direct report and the Chief of Staff at least two hours before the meeting. Per the Bylaws, three unexcused absences warrant stipend withholding and possible termination.
- Attend all committee meetings (e.g. UCR, Academic Senate, UCGPC) as assigned by the President. If the officer is unable to attend their meeting, they must notify the Chief of Staff at least two hours before the meeting.
- Post and maintain one office hour per week. The scheduling of the office hour will be coordinated with the officer's direct report and posted to the GSA website.
- Complete and submit a monthly officer report to the Chief of Staff 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.

Job Specific Responsibilities

- Assist the VPAA, as needed, in the internal office of the GSA.
- Meet with Mini-GSA reps at least once per quarter.
- Under the direction of the VPAA, meet with the Dean to discuss graduate student concerns at least once per quarter.
- Attend AAO Committee meetings.
- Work with Student Life and departments that do not have active mini-GSAs to renew or form new mini-GSAs.
- Address any GSA concerns, in coordination with the President or VPAA, that may arise in departments and/or Mini-GSAs.
- Assist in organizing the End-of-the-Year BBQ meeting for outgoing and incoming GSA officers and representatives.
- Serve on the hiring committee for a new Dean, when applicable.