



THE UNIVERSITY OF ARIZONA

Graduate & Professional
Student Council

Graduate and Professional Student Council (GPSC) Elections Director

Position Title: GPSC Elections Director

Department: Student Governance and Programs

College/Division: Graduate and Professional Student Council (GPSC)

Tentative Dates of Employment*:

- **Job Start Date:** July 1, 2018
- **Job End Date:** May 17, 2019

* Actual dates of employment may vary.

Position Summary: The position is responsible to the Graduate and Professional Student Council (GPSC). The GPSC seeks a friendly, service-oriented graduate or professional student to help support and ensure the smooth operations of all GPSC Elections. The Elections Director is responsible for the planning, coordinating, marketing, and executing Special Elections, GPSC General Elections, Internal Elections, and others as needed. The Director is also responsible for developing marketing material to elicit student interests. The Director will work with the GPSC Executive Board, General Council, and other GPSC personnel to ensure fair and transparent elections.

Per the GPSC Elections Code, the Elections Director may not become a candidate in any GPSC election if he/she serves as Elections Director for at least one day during the academic term in which that election is planned or held.

Work Schedule: Part-Time

Number of Hours per Week: 2 - 7 hours per week, as needed. Actual workload will vary significantly and require greater commitment around elections. Candidates must be available during each phase of the elections process.

Compensation: \$15.00/hour; No benefits or tuition reimbursement provided

Application Requirements:

- Position open to all University of Arizona Graduate and Professional Students
- Candidates must be in good academic standing as defined by the Graduate College
- Candidates must be enrolled for courses during the 18/19 Academic Year

Minimum Deliverables:

- Plan and execute all formal elections throughout the 18/19 academic year

Duties and Responsibilities:

- Conducting fair election pursuant to the GPSC Elections Code and other governing documents
- Advertising and marketing of the elections (including the recruitment of candidates and electors)
- Verify candidate eligibility
- Provide recommendations for updating and maintaining GPSC Elections Code
- Coordinate and provide update periodically for the GPSC President
- Meet regularly with members of the GPSC, as designated by the GPSC President



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Minimum Qualifications:

- Registered UA graduate or professional student
- Strong Organization, time-management, and attention to detail
- Strong written and verbal communication skills
- Ability to multitask and work under tight deadlines
- Ability to work effectively in an autonomous position
- High proficiency in MS Office (Word, Excel)

Desirable Qualifications:

- Professional experience
- Previous experience managing elections
- Previous experience in marketing/advertisement
- Previous experience with social media
- Basic knowledge of graphics editing software (e.g. Adobe Creative Suite)