

Graduate and Professional Student Council (GPSC) Funding Administrator

Position Title: GPSC Funding Administrator

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 Graduate and Professional Student Council (GPSC) offers grant awards to graduate and professional students for Professional Travel, Research Projects, and Professional Development. The GPSC seeks a friendly, service-oriented graduate or professional student to help support and ensure the smooth operations of all their programs. The Funding Administrator is assist the GPSC and the Grants Director in managing the application and review process to ensure the programs operate efficiently.

Work Schedule: Part-Time

Number of Hours per Week: The GPSC Funding Administrator position is a 0.25 FTE Graduate Assistantship**, which requires the administrator be available 10 hours per week on average and is expected to hold regular office hours in the GPSC Office.

***Assistant benefits are available to Professional Students pending eligibility and approval by the Graduate College.*

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 in at least 6 units for Fall 2018 and Spring 2019 Semesters

Compensation: Prior to August 13, 2018, the position will be \$15/hour (maximum supplemental compensation of \$700). **The GPSC Funding Administrator position is a 0.25 FTE Graduate Assistantship. Compensation for the academic year is \$8,000.** In addition, the position comes with 50% tuition remission (in-state and out-of-state) and coverage of the premium for student health insurance. The stipend and benefits will be prorated by the actual dates of employment.

Minimum Deliverables:

- Process applications and distribute application portfolios to reviewers in a timely manner
- Periodic written reports and meetings with the GPSC President and/or designated supervisor(s)

Duties and Responsibilities:

- Maintain website, social media, and documentation with accurate information
- Update and maintains grant management software/tools
- Manage all aspects of the application and review process
- Recruit volunteer reviewers and distribute application portfolios to reviewers
- Organize training, information, and outreach events for the programs
- Works with the designated committee to identify possible improvement to the programs
- Attend campus events to represent GPSC grant programs



THE UNIVERSITY OF ARIZONA

Graduate & Professional Student Council

- Attend mandatory Dean of Students GA trainings (mid-August and various others)
- Assist in reports to the GPSC (minimum 2 General Council and 2 Executive Board meetings each semester)
- Provide written report and meet with members of the GPSC, as designated by the GPSC President
- Serve as an ex-officio member and attend committee meetings, as designated by the GPSC President
- Correspondence with students and faculty

Minimum Qualifications:

- Registered UA graduate or professional student
- Applicants must have strong organizational and time management skills, with attention to detail
- Strong written and verbal communication skills
- Experience working with data sets and familiarity with the basic concepts of data analysis
- Ability to work effectively in an autonomous position
- High proficiency in MS Office (Word, Excel)

Preferred Qualifications:

- Basic knowledge Access
- Basic knowledge of PDF forms
- Previous professional experience
- Previous experience with campus administrators, key funding stakeholders, and other interested parties
- Previous experience with data and statistical analysis
- Previous administrative/budgetary experience