2016 - 2017 Administrative Vice President Application

Auburn University Graduate Student Council (GSC)

**Job Description**

**Position Contact:** Brandon Fincher, finchrb@auburn.edu

**Compensation:** Graduate Tuition Fellowship, including waived tuition, and 0.5 FTE assistantship stipend of $1224 per month (0.25 FTE is funded by the GSC and the remaining 0.25 FTE is funded by the Graduate School).

**Required Qualifications:**

* Currently enrolled graduate student at Auburn University.
* 3.0 GPA for all graduate coursework.
* Ability to work in a cooperative manner with five other members of the GSC Executive Board

**Preferred Qualifications:**

* Ability to interact and communicate effectively, both orally and in writing, with GSC officers, students, faculty, professional staff, campus administrators, and personnel in various campus departments and maintain cooperative working relationships.
* Excellent proofreading and editing skills.
* Ability to multitask with office management, event planning and budgeting funds
* Availability to attend GSC Senate meetings once a month (usually on the evening of the last Wednesday of the month) as well as all GSC-sponsored social and research events
* Possibility for multiple-year commitment upon successful review and rehiring.

**Responsibilities:**

* Handle all administrative duties for the GSC.
* Attend all general, special, and executive GSC meetings.
* Serve as member of the GSC Executive Committee
* Make room reservations for monthly GSC Senate and committee meetings.
* Chair the GSC Events Committee which organizes and coordinates activities and events.
* Keep track of GSC Senate meeting attendance.
* Assist with organization and coordination of GSC-sponsored research competitions.
* Organize and coordinate monthly Graduate Student Colloquia; make room reservations, order food and find speakers.
* Facilitate and coordinate communication with other campus entities.
* Maintain a list of GSC-facilitated appointments to committees and other entities.
* Assist the GSC President in finding and appointing representatives to non-GSC committees.
* Maintain an up-to-date list of persons, such as deans, graduate program officers, university administrators, leaders of the Student Government, campus graduate student organizations, etc., that are frequently contacted by the GSC.
* Keep track of each graduate department’s active status and notify inactive departments.
* Make regular updates on GSC's AUinvolve page (no IT skills required).
* Assist the GSC Secretary and the Graduate School in promoting GSC activities and events.
* Coordinate catering and obtain gifts for GSC-sponsored events.
* Oversee process for Outstanding Graduate Mentor Awards.
* Serve at least 2 office hours per week.
* Serve on various university committees.
* Maintain a protocol and procedures manual for successive Administrative Vice Presidents.

**Time Requirement:**

Varies. 15-20 hours per week on average. Demands more time during prominent GSC events and less at other times.

**Employment Dates:** August 2016 through April 2017 (with possibility to be reappointed)

**Deadline:** The application deadline is noon on February 12, 2016. Applicants are encouraged to submit their applications as soon as possible.

Application for Administrative Vice President

Graduate Student Council

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Program: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Graduation Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cumulative GPA for Graduate Coursework: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Further Information**: On a separate document, please indicate the following (two-page total limit):

1. Your reasons for applying to the position.
2. Your experience relevant to the listed qualifications and responsibilities of the position.
3. Contact information for at least two references. References can include professors from your department or previous supervisors/employers/coworkers.

Please email your application (which should include as an attachment this page and the separate document with further information) to:

Brandon Fincher (finchrb@auburn.edu)

Administrative Vice President

Graduate Student Council

Auburn University