

Graduate Student Association Open Positions

President

- The President's role will be to serve as the primary spokesperson for GSA and will have a formal line of communication with the Dean and the School of Education's administration.
- The President will be responsible to meet quarterly with other GSA's as they emerge on campus. The establishing of the formal relationship with other GSAs will be the responsibility of the President.
- The President will be responsible for voicing the concerns of SOE Graduate Students at various campus administrative meetings including, but not limited to: Board of Trustees, SOE Dean's Cabinet, University of Redlands President's Cabinet. Other meetings can be added as necessary.

Senior Vice President

- The Senior Vice President (SVP) will serve as the primary support officer for the Department Liaisons. The SVP will offer themselves as sounding boards to Department Liaisons and will assist them in the critical thinking process to troubleshoot department/program concerns.
- The Senior Vice President will share the responsibility of meeting quarterly with other GSA's as they emerge on campus.
- The establishing of the formal relationship with other GSAs will be the responsibility of the President and Senior Vice President.
- The SVP will share the responsibility of representing SOE Graduate Students at various campus administrative meetings including, but not limited to: Board of Trustees, SOE Dean's Cabinet, University of Redlands President's Cabinet. Other meetings can be added as necessary.

Vice President of Administration

- The VP of Administration will serve as the collector, disseminator, and organizer of information for the GSA. Administrative duties can also be expanded to include financial officer duties should GSA have a budget.
- Keep the minutes of the Cabinet and General Town Hall Meetings.
- Maintain and distribute minutes, committee reports, and correspondence for the Cabinet. GSA minutes, Committee reports, and correspondence shall be maintained on file.
- Take attendance at General Town Halls Meetings and submit copies to the Cabinet.
- Take the official tally of votes during Cabinet and General Town Hall Meetings.
- Assemble and send notices of meetings, agendas, and other materials to the Cabinet.
- Maintain accurate and current files of information.
- Draft communication at the request and approval of the Cabinet.
- Respond to general inquiries via Email.
- Carry out all other responsibilities as delegated by the Cabinet.

Program & Finance Organizer (Treasurer/Bursar)

- Create budget proposals as approved by the Cabinet.
- Implement the budget plans as outlined by the Cabinet. This includes following School and University procedures for deposits to, and payments from, the accounts of the GSA.
- Report at each meeting of the Cabinet about the financial standing of the GSA.
- Meet with members of the Cabinet to decide upon requests for additional program funding.
- Notify programs whose funds are in jeopardy, have been frozen, or discontinued.
- Carry out all other duties as assigned by the Cabinet.

Vice President of Academic Advising and Enrollment

- The VP of Academic Advising and Enrollment will serve as the primary liaison with those offices.
- Any concern brought to the cabinet involving those centers will be handled primarily by this VP.
- The VP of Academic Advising and Enrollment will be responsible for attending and representing Graduate Students at Faculty Senate meetings.
- This role will also be responsible for planning, organizing, and implementing event projects.
- Responsible for external communication and working with the Public Relations Officer to collaborate with other organizations on campus.
- Write up agendas for events to organize staffing and responsibilities for other GSA members.
- Assist the Public Relations Officer with projects as needed. Other duties as assigned by the Cabinet.

Public Relations Officer

- The Public Relations Officer will be tasked with handling communication of the GSA. This communication will be both internally and externally facing. The PRO will be responsible for representing the concerns of SOE Graduate Students at ASUR meetings and will serve as a general liaison between the two governmental associations.
- Approve all GSA marketing, communications, and public affairs related material.
- Document and present all issues and feedback to the Cabinet from graduate student “members”.
- Carry out all other responsibilities as delegated by the President.
- Responsible for establishing, maintaining, and growing social media presence and lead digital outreach programs.

Department Liaisons

- As there are three (3) departments in the School of Education, there will be three (3) liaisons.
- Liaisons will support the Program and Finance Organizer as needed.

- The department liaisons will be essential to providing avenues for self advocacy within the programs and will serve as the gatekeepers through which complex concerns reach GSA leadership.
- For issues that arise that are specific to the Department or Program, Department Liaisons are empowered to troubleshoot those issues between their Program Coordinator(s) and the Students they represent. For issues that are more complex or have implications affecting the School of Education, Department Liaisons will bring them to the GSA cabinet meetings, where GSA leadership can petition the Dean or other functional areas of the School of Education.
- Department liaisons are encouraged to maintain an open channel of communication and collaborate with Program Coordinator(s) faculty, and students in their departments for programming and event planning.
- Carry out all other duties as assigned by the Cabinet.