

GSA 2016-2018 Vice -President Search

The Graduate Student Association (GSA) is soliciting applications for its Vice- President position for the 2016-2018 academic years. The service requirement is 20 hours per week. Applicants must be able to commit to holding this position for two (2) academic years. The tenure of this position goes from Summer I 2016 to Spring 2018.

Key responsibilities:

- The Vice- President shall discharge the duties of the President in the President's absence and assume the duties of the President in the event that the President vacates office.
- Oversee and implement all section of the association documents pertaining to fiscal and financial matters with the assistance of the President.
- Serve as the Chief financial officer of the GSA.
- Serve as the Chairperson of the Graduate Financial Allocation Committee.
- Administer the general operating funds of the GSA.
- Sign on all disbursements funded by the GSA monies, after the GSA President's revision and approval.
- Keep accurate records of all monies, accounts, and properties of the GSA.
- Manage the collection and distribution of all funds.
- Educate graduate students on the processes to apply for all funding opportunities provided by the GSA.
- Coordinate with the President and the Executive Board in preparing an annual budget proposal and a financial statement to be presented before the GSA general body at the beginning of every academic year.
- Prepare the financial reports for the Executive Board and the GSA general body to be presented at each Executive Board meeting and GSA general body meeting respectively.
- Serve on at least one University Council or Committee.
- Collaborate with the Executive Board to establish channels of communications in the creation, implementation and publicity of all activities conducted by the GSA that are funded by SAF paid by graduate students.
- Ensure that all University Councils and Committees have the appropriate representative(s) from GSA. In the event that adequate representation cannot be obtained, the Vice-President/CFO shall serve on these Councils and Committees until a replacement

representative can be identified.

- Be responsible for presenting the financial report and proposed budget to the GSA general body for approval, after consultation with the GSA President and the Executive Board.
- To update and maintain the GSA website according to Western Michigan University's web content standards and regulations.
- Serve as the office coordinator for the GSA.

Salary/Tuition:

The Vice-President of the Graduate Student Association will be awarded a full-time, non-teaching graduate assistantship/doctoral associateship for the Summer I, Summer II, Fall and Spring terms.

Eligibility:

1. Must be a full-time graduate student at Western Michigan University.
2. Must have completed at least one (1) academic year at WMU and be enrolled for the next two (2) consecutive years, Summer I through Spring.
3. Must be in good academic standing.

Deadline for application submission: January 29, 2016

Feel free to contact the GSA's President – Damon Chambers gsa@wmich.edu with any questions regarding this position. Additional information regarding GSA may be found at www.wmich.edu/gsa

Interested individuals may submit the following documents to the President (Incomplete applications will not be considered):

1. Letter of motivation (500 words max.)
2. Resume
3. Official Program of study signed by advisor
4. Two (2) letters of recommendation (1 must be from your current program advisor)
5. Plan of activities or programs during the Summer I, Summer II, Fall and Spring sessions: they should be flexible, manageable and achievable

Application materials may be emailed to gsa@wmich.edu or submitted via mail or dropped off in-person at:

Graduate Student Association
Graduate College, WMU
260 W. Walwood Hall, Kalamazoo, MI 49008-5242

Note: documents for all electronic applications must be submitted in one (1) combined PDF document.