



GSA 2016-2017 Executive Board Member Positions

The Graduate Student Association (GSA) is soliciting applications for its Executive Board Member positions for 2016 to 2017 academic year. The service requirement is 5 hours per week. Applicants must be able to commit to holding this position for two (2) semesters. The tenure of this position goes from fall 2016 to spring 2017.

Eligibility Requirements:

- Be currently enrolled in a graduate program at WMU (students with or without a graduate assistantship are eligible to apply if university policy permits)
- Have completed at least 1 semester of graduate studies at WMU
- Have a minimum graduate GPA of 3.25
- Be making satisfactory progress toward degree completion
- Be able to positively represent the GSA and WMU
- Have excellent oral and written communication skills

Key responsibilities:

- The officers of the GSA shall assess the needs and desires of the graduate student community, set goals based upon these needs and desires, and implement specific actions based upon these goals.
- Hold 2-3 office hour(s) every week in the GSA Office
- Attend the monthly GSA meetings and the GSA executive board meetings
- Attend monthly meeting of the university council or committee to which you are assigned
- Attend graduate student orientation and all other duties assigned by the President

Positions Available:

1. Director of Events and Planning
2. Director of Professional Development and Outreach
3. Director of Public Relations
4. Director of Administration

Salary/Tuition:

The 2015-2016 Stipend was \$2000 for the academic year. Please note that this stipend for 2016-2017 is currently under review. Please note that the total amount is broken down into 5 hours per week and is paid in by-weekly pay checks per university schedule. **Tuition reimbursement is not a part of this package.**

Deadline for application submission: February 15, 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): **Please submit application required materials in one PDF document.**

1. Letter of motivation (500 words max.) **Please indicate your top 2 positions listed above.**
2. Resume
3. Official Program of Study signed by advisor
4. One letter of recommendation

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