GPSC Graduate Enrichment Program Administrator

**Position Title:** Graduate Enrichment Program Administrator  
**Department:** Dean of Students Office  
**College/Division:** Graduate and Professional Student Council

**Job Start Date:** January 1, 2016  
**Job End Date:** June 30, 2016

**Position Summary:** The position is responsible to the Graduate and Professional Student Council (GPSC), reporting to the GPSC President and Program Coordinator. The Administrator is responsible for the direction, coordination, and overall management of the graduate student enrichment program, a developing program of GPSC. The Administrator will identify, plan, and implement the objectives set by the President to ensure the program’s overall effectiveness.

**Work Schedule:** Part Time  
**Number of Hours per Week:** 2-7. The administrator must be available 2 hours every two weeks to attend standard meetings; additional work hours are flexible.

**Application Requirements:** Position limited to current UA graduate and professional students who are registered/enrolled in Spring 2016 classes

**Compensation:** $15.00/hr (paid up to $2,000 per fiscal year); stipend/award paid at the end of each academic semester (twice per year) by GPSC through Bursar’s (reflected in UAccess); no benefits or tuition reimbursement.

**Minimum Deliverables:** Organize 1-2 successful courses/workshops per month

**Duties and Responsibilities:** The GPSC seeks a friendly, service-oriented graduate and/or professional student in good academic standing to coordinate and administer the Graduate Enrichment Program (GEP). The GEP is an initiative designed to provide UA graduate and professional students the opportunity to create and implement professional development courses and seminars for the UA student community.

The GEP Administrator will work with instructors, university resources, and GPSC staff to organize successful courses as part of the GEP. This process includes evaluating seminar preferences, reviewing course applications, coordinating course locations and equipment for instructors, ensuring accurate compensation for instructors, and preparing reports for GPSC records.

**Minimum Qualifications**  
- Registered UA graduate or professional student  
- Demonstrated organizational and time management skills  
- Strong written and verbal communication skills  
- Excellence in personal interactions with staff and volunteers at all levels of the organization  
- Ability to resolve problems quickly and accurately, determining appropriate courses of action  
- Ability to work effectively in an autonomous position  
- High proficiency in MS Office (Word, Excel)

**Preferred Qualifications**  
- Experience with curriculum development  
- Previous administrative/budgetary experience  
- Demonstrated success with student advocacy  
- Event planning experience  
- Previous professional experience