Graduate and Professional Student Council Research and Project Grants Director

**Position Title:** Research and Project Grants Director  
**Department:** Dean of Students Office  
**College/Division:** Graduate and Professional Student Council

**Job Start Date:** June 1, 2016  
**Job End Date:** June 30, 2017

**Position Summary:** The position is responsible to the Graduate and Professional Student Council (GPSC), reporting to the GPSC President and Program Coordinator. The Research and Project Grants Director is responsible for the smooth operation of the GPSC Research and Project grants program. The Research and Project Grants Director also ensures that Research and Project grant award disbursements are transparent, accountable, and meet UA compliance requirements.

**Work Schedule:** Part Time  
**Number of Hours per Week:** The Research and Project Grants Director position is a 0.5 FTE Graduate Assistantship, which requires the Research and Project Grants Director be available 20 hours per week on average and is expected to hold regular office hours in the GPSC office.

**Application Requirements:** Position limited to current UA graduate and professional students.

**Compensation:** Prior to August 15, 2016, the position will be paid hourly at a rate of $15/hour, while training and working with the current Director. Upon transition and receipt of signed offer letter, the Research and Project Grants Director position is a 0.5 FTE Graduate Assistantship. The Graduate Assistantship's annualized stipend (on a 9 month contract) is $13,120. In addition, the position comes with tuition remission (in-state and out-of-state) and coverage of the premium for student health insurance. The stipend and benefits will be prorated by the actual dates of employment.

**Minimum Deliverables:** Review applications and disperse awards on time for each round of funding.

**Duties and Responsibilities:** The GPSC seeks a friendly, service-oriented graduate and/or professional student in good academic standing to organize and run the GPSC Research and Project Grants program. The successful candidate will respond to questions and emails in a reasonable timeframe, collect and process Research and Project grants applications, communicate with the Research and Project grants committee (who serve as judges), and assemble and distribute applicant portfolios to judges. The Director will also maintain the Research and Project Grants database, audits and records, and update the Research and Project Grants website and documents. The Director will present periodic reports to the GPSC General Council, and organize information sessions and outreach events for graduate and professional students. The Director will attend at least 2 GPSC General Council and 2 Executive Board meetings per semester.

**Minimum Qualifications**
- Registered UA graduate or professional student
- Demonstrated organizational and time management skills
- Meticulous attention to detail
- Strong written and verbal communication skills
- Excellence in personal interactions with all members of the GPSC
- Demonstrated experience working with data sets and familiarity with the basic concepts of data analysis, such as working with tables, aggregating data, and performing calculations
- Ability to work effectively in an autonomous position
- High proficiency in MS Office (Word, Excel)
- Dedication to the GPSC Research and Project Grants program, which is a critically important service for graduate students

**Preferred Qualifications**
- Previous administrative experience/budgetary experience
- Basic knowledge Access
- Basic knowledge of Drupal
- Basic knowledge of PDF forms and portfolios
- Previous professional experience
- Knowledge of the GPSC Research and Project Grants program, either as a Research and Project grants judge or applicant