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

Job Start Date: May 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 assigned Student Governance staff. The Travel Grants Director is responsible for the smooth operation of the GPSC travel grants program. The Travel Grants Director also ensures that travel grant award disbursements are transparent, accountable, and meet UA compliance requirements.

Work Schedule: Part Time
Number of Hours per Week: The Travel Grants Director position is a 0.5 FTE Graduate Assistantship, which requires the Travel 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 May 14, 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 Travel 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 Travel Grants program. The successful candidate will respond to questions and emails in a reasonable timeframe, collect and process travel grants applications, recruit travel grants judges, and assemble and distribute applicant portfolios to judges. The Director will also maintain the Travel Grants database, audits and records, and update the Travel 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 academic year.

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
- Ability to comfortably manage over $300,000 in funding for student travel grants
- High proficiency in MS Office (Word, Excel)
- Dedication to the GPSC Travel 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 Travel Grants program, either as a travel grants judge or applicant