GPSC Funding Administrator

**Job State Date:** July 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 Program Coordinator and/or Assistant Director. The Administrator is responsible for assisting the Travel Grants Director (TGD) to insure smooth operation of the GPSC Travel Grants Program. The Administrator will identify, plan, and implement the objectives set by the TGD to ensure the program’s overall effectiveness.

**Work Schedule:** Part Time  
**Number of Hours per Week:** 2-10. 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 Fall 2016 classes.

**Compensation:** $15.00/hr (paid up to $7,500 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.

**Duties and Responsibilities:** The GPSC seeks a friendly, service-oriented graduate and/or professional student in good academic standing to assist with the coordination and administration of the Travel Grants Program (TGP). The TGP is an initiative designed to provide UA graduate and professional students the opportunity to travel to present their research and for other professional development opportunities. The Funding Administrator will work with students, university resources, and GPSC staff to insure the TGP is running smoothly from start to finish. This process includes answering student questions and assisting with the application process, updating the GPSC website with TGP information, conducting basic data collection and program evaluation of the TGP, verifying and filing expense reports and assisting with preparing reports for GPSC records. The Funding Administrator will attend at least 2 General Council and 2 Executive Board meetings per semester.

The Funding Administrator may assist with other GPSC funding programs when needed at the direction of the Program Coordinator and TGD.

**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 and effective solutions
- High proficiency in MS Office (Word, Excel)

**Preferred Qualifications**
- Previous administrative/budgetary experience
- Basic knowledge of Microsoft Access
- Basic Knowledge of PDF forms and portfolios
- Previous professional experience