

## Position Title: Elections Director

**Division:** Graduate and Professional Student Council  
**Job State Date:** July 1, 2017

**Department:** Dean of Students Office  
**Job End Date:** June 30, 2018

**Position Summary:** The position is responsible to the Graduate and Professional Student Council (GPSC), reporting to the Assistant Dean of Students for Student Governance and Programs. The Elections Director is responsible for the planning, coordinating, marketing, and executing a GPSC Special Election during the Fall semester, GPSC General Election during the Spring semester, GPSC Internal Elections, and other elections, as needed.

**Application Requirements:** Limited to current UA graduate/professional students who are registered or enrolled in Fall 2017 classes.

**Work Schedule and Compensation:** Part-Time (as needed); \$15.00/hour; The Elections Director must be available during times when elections are held; additional work hours are flexible. Hours will be determined based on workload by the Assistant Dean of Students for Student Governance. Stipend is paid twice a year (end of fall and spring semester) through the Bursar's Office (UAccess) based on hours of work; no benefits or tuition reimbursement.

**Minimum Deliverables:** Plan and execute GPSC elections during FY18 including the Fall Special Election, Spring General Election, Internal Election following the Spring Election, and other elections as needed.

**Duties and Responsibilities:** The GPSC seeks a friendly, service-oriented graduate/professional student in good academic standing to fill the position of Elections Director. The Elections Director is assigned with conducting GPSC elections pursuant to the GPSC Elections Code and other GPSC governing documents. General responsibilities of the Elections Director include planning, advertising, and marketing upcoming elections; verifying candidate eligibility; updating and maintaining elections documents; updating and maintaining elections software; and ensuring fair elections. Attend at least one GPSC General Council and two Executive Board meetings each semester

*Per the GPSC Elections Code, the Elections Director may not preside over any GPSC election in which s/he is a candidate. The Elections Director may not become a candidate in any GPSC election if s/he serves as the Elections Director during the academic term in which that election is planned or held.*

### Minimum Qualifications

- Registered UA graduate or professional student
- Demonstrated organizational and time management skills
- Strong written and verbal communication skills
- Ability to resolve problems quickly and accurately, determine appropriate course of action
- Ability to work effectively in an autonomous position
- High proficiency in Microsoft Word

### Preferred Qualifications

- Demonstrated experience in web design and/or Drupal
- Demonstrated success with student advocacy
- Demonstrated experience with mediation and/or arbitration