

Position Title: Club and POD Funding Administrator

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), under the supervision of the GPSC President or persons designated by the GPSC President. The Administrator is responsible for managing Club funding and Professional Opportunities Development (POD) funding program for GPSC. The Administrator will ensure the application, award process, and disbursement of funds are transparent, accountable, and meet UA compliance requirements.

Work Schedule: Part Time (2-6 hours per week on average). The Administrator must be available to attend weekly ASUA Appropriations Committee meetings; additional work hours include, but not limited to, attending GPSC General Council, Executive Board and committee meetings, as necessary.

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

Compensation: \$15.00/hour; stipend paid at the end of fall and spring semester (twice per year) through the Bursar's Office (UAccess) based on hours of work; no benefits or tuition reimbursement.

Minimum Deliverables: Attend weekly ASUA Appropriation Committee meetings; review applications and disperse awards for each round of funding.

Duties and Responsibilities: The GPSC seeks a friendly, service-oriented graduate/professional student in good academic standing to administer Club and POD grant programs. The successful candidate will oversee application process, respond to prospective applicant questions, review applications, and prepare applications and reports for the GPSC Appropriations Committee, Executive Board and/or General Council.

The Club and POD Funding Administrator will develop and administer web-based applications and reporting. The Administrator will ensure award recipients comply with award requirements by submitting a post-event report and receipts in a timely fashion. The Administrator will work with students, various departments and university personnel, and GPSC personnel to ensure smooth operations of the Club and POD Funding programs from start to finish. The Administrator will work closely with the Appropriations Committee and Executive Board. The Administrator will attend at least one GPSC General Council meeting and two Executive Board meetings per semester.

Minimum Qualifications

- Registered UA graduate or professional student
- Demonstrated organizational and time management skills
- Strong written and verbal communication skills
- Ability to work effectively in an autonomous position
- High proficiency in MS Office (Word, Excel)

Preferred Qualifications

- Previous administrative and budgetary experience
- Knowledge of the Club and POD funding opportunities offered by the UA and GPSC
- Basic knowledge of PDF forms and portfolios
- Previous professional experience