**GSA Community Liaison**

August 8, 2022

University of Maryland, Baltimore County

Office of Graduate Student Life

**GSA COMMUNITY LIAISON– GRADUATE ASSISTANT POSITION, 20 hours a week – AY 2022 –2023**

The Office of Graduate Student Life (OGSL) is operated by the Graduate Student Association (GSA) to meet the needs of graduate students as they pursue degrees at the master’s and doctoral levels in all disciplines at UMBC.

**The successful candidate MUST be eligible for Federal Work Study, determined by the student’s FAFSA (must be a U.S. citizen or a Permanent Resident).**

**Duties of the Community Liaison:**

**Representation**

•Facilitates GSA’s community engagement efforts and programming.

•Facilitates communication between GSA, OGSL, graduate students, UMBC University Committees and the greater UMBC/Baltimore community.

**Graduate Student Organization Support**

 •Advises, trains, and coordinates 26-28 Graduate Student Organizations (GSOs) and approves event requests, while supporting them in event organization, as needed.

•Maintains a record of expenses of 26-28 Graduate Student Organizations and submits reimbursement requests on behalf of GSO leaders.

•Completes Journal Entries and Payment Requests as needed.

•Receives approval from EAA on all student reimbursements and submits documents to accounting for final payment.

**OGSL Expectations**

 •Serves as a member of the OGSL and assists the OGSL & GSA in its mission of supporting and promoting graduate students.

Serves on the Grants Review Panel Committee.

•Collegially supports and assists the GSA Executive Administrative Assistant and the Communications Manager.

•Collaborates with the OGSL team & GSA Executive Council to implement GSA’s mission.

•Attends weekly OGSL team meetings, monthly Senate meetings, GSA Socials. Hours, Graduate Student Week events, the GEARS, and The Graduate School events. Works 20 hours per week staffing the office.

•Prepares monthly report for the Executive Councils review and places in Google Drive/FY23 Reports.

•Maintains and develops knowledge of the Graduate Student Handbook, The Graduate School policies, and GSA policies.

•Other duties as assigned (e.g. assisting with the GEARS).

**Qualifications & Requirements**

•Must have flexible availability throughout the week to participate in committee meetings and GSA/OGSL events.

•Strong interpersonal, analytical, oral and written communication skills required; conflict resolution skills desired.

•Knowledge of Word, Excel, PowerPoint, and Google applications.

•A commitment to diversity and team building is essential.

•Bachelor’s degree, full-time enrollment in a UMBC master’s or doctoral degree program and be in good academic standing with The Graduate School.

•May not hold a doctoral degree or have UMBC adjunct faculty status.

•Ability to work independently and as a part of a team is essential.

•A positive attitude, strong time management skills, and a sense of humor are advantageous.

This is a 20-hour/week assistantship including tuition remission for Fall and Spring, stipend for Fall and Spring AY 2022-2023 and GA health insurance.

*Please follow application instructions carefully. Your application will not be reviewed unless all of the following materials are submitted electronically:*

**Electronically submit:**

• Your resume in PDF
• Cover letter in PDF
• Contact information for faculty reference (Name, Title, Address, Email, Phone) to:

Dawn L. Galindo, E.A.A.

GSA
The Commons 308
[dgalindo@umbc.edu](http://llc.umbc.edu/home/news-events/hall%40umbc.edu)