**Office of Graduate Student Life Community Liaison**

UMBC Office of Graduate Student Life

**GRADUATE ASSISTANT POSITION, 20 hours a week – AY 2024-2025**

**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).**

The Office of Graduate Student Life and the Graduate Student Association are seeking a dedicated and proactive individual to serve as the Community Liaison. This role will play a vital part in fostering positive relationships and collaborations between the GSA, Graduate Student Organizations (GSOs), and various community stakeholders, including other student organizations, university departments, local businesses, and community groups. The Community Liaison will serve as a bridge between the graduate student community and external entities, advocating for student needs and interests while promoting the GSA's initiatives and events.

**Responsibilities:**

* Facilitate communication between GSA, OGSL, graduate students, UMBC University Committees, and the greater UMBC/Baltimore community.
* Serve as a liaison between GSA and Graduate Student Organizations (GSOs), coordinating collaborative efforts and ensuring alignment with GSA objectives.
* Serve as the chair of the GSO committee
* Develop and maintain positive relationships with external stakeholders to promote community engagement opportunities for graduate students.
* Advocate for graduate student interests within the university and local community, representing the GSA in relevant forums and events.
* Coordinate and facilitate GSA's community engagement efforts and programming, including workshops, seminars, and community service initiatives.
* Collaborate with GSA officers and committees to integrate community engagement initiatives into the overall organizational strategy.

**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.

\*\*Application Instructions:\*\*

Please follow the application instructions carefully. Your application will not be reviewed unless all of the following materials are submitted electronically to gsa@umbc.edu :

In the subject line of the email please provide the following: Last Name Community Liaison Position

Please PDF all items below into one document:

* Your resume in PDF
* Cover letter in PDF
* References must include faculty or advisor information

GSA

The Commons 308

GSA@UMBC.EDU

This is a 20-hour/week assistantship including tuition remission for Fall and Spring, stipend for Fall and Spring AY 2023-2024 and GA health insurance.