

## Graduate Student Council (GSC) Vice President

**What it's all about:** Contributing to the collective objectives of the GSC, supporting the GSC President, serving as executive liaison between graduate and alumni affairs, contributing to the success of SGA Committees and overseeing the processes at student Senate meetings.

### **The Main Responsibilities:**

- Work with GSC President to shape Executive Budget priorities and plan events throughout the semester.
- Co-chair Senate meetings with USC VP. Work together to prepare procedure, agendas, outside contributors, and other Senate functions and activities. Running of Senate meetings should be collaborative and meeting disputes adjudicated in conjunction
- Communicate often with Grad Senators to cultivate and support Grad Senator initiatives. Encourage each Senator to have 'pet projects', and find replacements to fill any vacant Grad Senate seats. Work with Senators to promote Graduate-oriented expenditures in the student activities budget. Ensure that Grad Senators have strong ties with their respective program directors as well as their student constituents
- Find a Graduate student to fill the co-chair position on the Judiciary Committee and communicate weekly on constitutional changes. The GSC VP cannot serve as the Judiciary Committee co-chair but may serve on the committee. Only one Graduate student may serve as co-chair at any given time.
- Encourage Grad Students to play leadership roles in other official committees and clubs. Act as an intermediary between those Graduate-led committees and clubs and the Senate, reporting for committees and clubs to the Senate if requested.
- Collaborate with Alumni and Career Offices to establish networks between current students and alumni and professionals, promoting graduate participation in
- Alumni-to-Student Mentoring Program, and working with the Career Office to create networking events
- Assist the GSC President to represent the graduate constituency when she/he is unavailable
- Contribute to the orchestration of GSC-specific events
- Coordinate Graduate Awards Ceremony at the New Alumni Cocktail
- Collaborate with GSC President on connecting the ideas and frustrations presented at the Student Senate with those of the Faculty Senate.
- Meet with entire SGA Team and the Assistant Dean of Student Affairs weekly (time to be determined each semester based on academic schedules)
- Work all joint USC/GSC co-sponsored events
- Hold five office hours split between SGA Office and Graduate Student Lounge each week during the academic year
- Participate in new student orientation
- Participate in SGA trainings and retreats and transition training with new SGA

- team in May
- Maintain information and transition manual for present and future SGA

**The Perks:**

- €400 stipend each semester
- €500 Orientation payment each semester
- Monthly phone stipend
- Access to the SGA Office, including a workstation, printing rights and a university phone line.

**The Recommended Skills:**

- Good time management skills;
- Diligent project management skills;
- Keen sensitivity for team dynamics and ability to harness them towards collective goals;
- Inclination towards creative approaches for innovative outcomes.