Grants Committee Chair

Executive Committees shall be established for the purposes of effective governance and will report directly to the GPSA President. All committee members must be members of GPSA. All Executive Committee Chairs will be appointed by the President. Grants Committee shall allocate funds from all GPSA grants and scholarships.

Responsibilities

- The Grants Chair shall administer the Graduate Scholarship Fund, The GPSA Research Grant, the GPSA Professional Development Grant, and the New Mexico Research Grant according to the GPSA Bylaws, and complete all duties as required by that post. b. The Grants Chair shall provide a written report to the President and Council Chair each semester.
- The Research Grant is funded by the Student Research Allocation Committee Endowment. The Professional Development Grant is funded by the Specialized Travel Endowment. The New Mexico Research Grant is funded by the Graduate Research and Development Endowment. These funds may be supplemented by the budget process, Council appropriation, or other funding sources.
- Members of the Grants Committee shall conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the grants process.
- Grants Application Readers present at a Grants Committee meeting are voting members.

Qualifications

- Must be accepted and enrolled in a graduate or professional program;
- Working knowledge of the GPSA, and our Constitution and Bylaws preferred but not required
- Strong verbal and written communication skills, including producing and delivering cohesive presentations;
• Broad understanding of budget spreadsheets and terminology; previous experience managing a budget preferred, but not required;

• Ability to work independently and complete tasks on deadline;

• Project management experience preferred, but not required;

• The ability to work efficiently in a fast-paced, dynamic environment;
**Term**
The term is one year coinciding with the President’s term of office, beginning upon appointment by the President and ending at noon of the last day of the following spring semester.

**Compensation**
The Grants Chair shall receive financial compensation. The maximum limit shall be in accordance with the GA monthly stipend at the .5 FTE rate as determined by University policy. Compensation shall also include six (6) resident, graduate tuition hours per semester during the fall and spring terms, and three (3) credit hours during the summer term at the rates published by the Bursar’s Office. The Chief of Staff’s compensation shall be implemented through the annual budget process, but differential tuition and stipend amounts shall be funded by Appropriation.

**Special Conditions**
This employment contract is effective at the beginning of the Summer 2021 semester.

**Application**
Cover letter addressing the above qualifications and desire to serve in the position as well as CV/Resumes are due to the GPSA Office or can be emailed to gpsacos@unm.edu - Deadline to apply is Saturday, May 15, 2021 at 11:59 PM MST.