WE ARE LOOKING FOR OUR NEXT CHIEF OF STAFF

The primary responsibility of the Chief of Staff is to assist the GPSA President in the day-to-day administration of the association, our office, staff, executive board, and other branches of GPSA. Any GPSA member is eligible to apply for the position.

DUTIES, POWERS, AND RESPONSIBILITIES

- Serving as an alternate representative for the President on official business to the administration, Board of Regents, and the public
- Having a working knowledge of the GPSA Constitution, Bylaws, policies, and the duties of positions within GPSA
- Having the authority to sign on behalf of the GPSA President for official business
- Overseeing the finances of the Executive Branch, including the executive budget
- Coordinating with Executive Committee Chairs and executive staff to prepare and submit a budget for the Executive Branch to the Council in accordance with budget procedures
- Supervising the administration of the GPSA Office
- Coordinating the Executive Board
- Aiding in appointment of Executive Standing Committee Chairs and representatives to joint Student-Faculty Senate and University committees
- Ensuring delivery of executive committee reports at least once per semester to Council
- Any other duties as defined by the GPSA Constitution and Bylaws

TERM

The term is coinciding with the President's term of office, ending at noon of the last day of the Spring semester.

COMPENSATION

The Chief of Staff position is a graduate assistantship comprising of a monthly stipend at the maximum of a .5 FTE rate as determined by University policy, six (6) resident graduate tuition hours per semester at the rates published by the Bursar’s Office, and graduate student health insurance from the university.

SPECIAL CONDITION

This employment contract is effective Monday, February 1, 2021 for the spring semester. However, the selected candidate will be expected to undergo training from January 18, 2021.

APPLICATION

If you are interested in applying for this position, please send an application cover letter and resume/CV to gpsa@unm.edu by 11:59 p.m. on January 10, 2021 with the subject line: ‘Chief of Staff Application.’
The ideal candidate should meet the following requirements:

- Be a member of the GPSA
- Possess working knowledge of the GPSA, our Constitution and Bylaws
- Experience supporting executive leadership in a professional environment
- Exceptional communication skills
- Very high attention to detail
- Experience managing a budget
- Exceptional interpersonal and organizational skills
- A desire to learn and absorb quickly
- A relentless drive and a collaborative spirit
- The ability to work efficiently and intensely in a fast-paced and spontaneous environment
- Proficiency in Microsoft Office
- Excellent time management skills
- Knowledge and proficiency in social media marketing
- Project management skills (Preferred but not required)

New Committee Members

We also need committee members for the following (please look for committee descriptions in GPSA Bylaws III. Section 5.):

- Election Committee
- Finance Committee
- Programs Committee
- Student Support and Advocacy Committee

If you are interested in applying for committee members, please send your resume/CV to gpsa@unm.edu by 11:59 p.m. on January 10, 2021.