

## GSA MARK DIAMOND RESEARCH FUND: ASSISTANT TO DIRECTOR WANTED

The Mark Diamond Research Fund (MRDF) is a component of the Graduate Student Association (GSA) that provides financial support to the expenses directly related to the collection of information for theses and dissertations.

Candidates should possess these qualifications:

- Be organized and maintain records
- Possess leadership and problem-solving skills
- Time management and human relations skills
- Excellent writing skills and be proficient in email communication
- Public speaking and presentation skills
  - Ability to conduct successful review council meetings and application workshops
- Have a flexible schedule to account for grant workshops and review council meetings
- **MUST** have paid student activity fee to apply

The MDRF Assistant's responsibilities will include but are not limited to:

- Report directly to the MDRF Director, and assist them in any aspects of the administration of the MDRF grant
- Assist in organizing the annual MDRF application cycles (three per year, Fall, Spring, Summer) as well as its workshops
- Maintaining records, i.e. updated list of all MDRF grant-related purchases
- Recruit MDRF review councils for each grant cycle (generally two councils per grant cycle)
- Aid in advertising and conducting MDRF grant-writing workshops, including informational workshops and meetings for grantees
- Meet with students to review applications as needed
- Update the MDRF manual as need
- Hold a minimum of 4 office hours per week
- Attend all GSA Staff Meetings
- Assist with ad-hoc reports at the request of the GSA Senate

Any materials created during the job on Graduate Student Association facilities are property of the Graduate Student Association. Any software or hardware requiring a password to Graduate Student Association property must be provided to the Graduate Student Association Executive Committee upon modification or by request of the committee.

To be considered for this position, please attach to an email AS A SINGLE PDF the following:

- Cover letter describing your background, availability and interest
- Resume

Send it to [gsa-vicepresident@buffalo.edu](mailto:gsa-vicepresident@buffalo.edu) by July 3rd. Qualified candidates will be invited to interview mid-July. This is a stipend position in the amount of \$8,000 from September 1, 2017 to August 31, 2018 with an annual renewal/evaluation process.