

GSA MARK DIAMOND RESEARCH FUND: 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 demonstrate both leadership and problem-solving skills
- Time management and human relations skills
- Excellent writing skills
- Ability to conduct successful council meetings and application workshops
- **MUST know non-profit and grant regulations**
- **MUST** have paid student activity fee to apply

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

- Act as MDRF liaison to departments, UB organizations, and other campus groups
- Maintain the annual MDRF budget
- Organize the annual MDRF application cycles (three per year, Fall, Spring, Summer)
- Advertise and conduct at least two grant-writing workshops each grant cycle
- Promote the grant through workshops and advertisement
- Oversee the recruitment of MDRF review councils for each grant cycle (generally two councils per grant cycle)
- Develop review packets for the MDRF review councils
- Meet with students prior to application submissions and review all grant applications
- Chair MDRF review council meetings
- Maintain the online application system
- Compose and send award letters to grant recipients and resubmit letters to rejected applicants
- Certify grantee expenditures through encumbrance forms
- Monitor inventory and equipment
- Hold a minimum of 8 office hours per week
- Attend all GSA Staff Meetings
- Provide an evaluation of the MDRF Assistant to the GSA Vice President
- Submit ad-hoc reports at the request of the GSA Senate
- Other MDRF-related duties as assigned by the Executive Committee

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 by July 3rd. Qualified candidates will be invited to interview mid-July. This is a stipend position in the amount of \$12,000 from August 1, 2017 to July 31, 2018 with an annual renewal/evaluation process.