

Applied Math Graduate Student Representative Handbook

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Description:

Role:

The purpose of the Graduate Student Representative (GSR) is twofold. First, the GSR represents the interests of the graduate students within the department to the department itself. Second, the GSR is responsible for fostering and maintaining a positive graduate student culture within the department.

Requirements:

GSRs are elected yearly by current PhD students. All candidates must ensure that they are in good academic standing before running for the position. Refer to the [Applied Math PhD program webpage](#) for details.

A good GSR will

- Make themselves available to all in the graduate student body.
- Encourage others—especially new students—to participate in both social and professional activities within the department. Foster an active community.
- Provide advice to succeeding GSRs as needed and encourage others to run for the GSR position.

Benefits:

The GSR position comes with a 12.5% pay increase for the duration of the appointment. There may be up to two GSRs. If there are two GSRs then each will receive a 6.25% pay increase.

Commitment:

The GSR position is a one-year commitment, starting and ending on July 1st. Ideally, a GSR can commit to the position for two years, in a staggered way to retain institutional memory and allow for easier succession.

Responsibilities:

Consistent Responsibilities (occur at least yearly):

1. Attend monthly faculty meetings.

- a. Participate, record meeting notes, and post on the public folder of the GSR Dropbox.
2. Attend staff meetings as needed.
3. Maintain online resources.
 - a. Keep the GSR website up to date.
 - b. Record relevant information in the GSR Dropbox (faculty hiring materials, faculty minutes, etc.)
 - c. Manage the AMATH graduate student online communication forum.
4. Arrange student office assignments at the end of the summer.
5. Enlist/coordinate volunteers for departmental parties, graduation, Boeing Colloquia receptions, library organization, etc.
6. Respond to students' questions/concerns sent to the amathgsr@uw.edu email address.
7. Organize teatime activities.
8. Plan community-building activities.
9. Liaison between the department and the graduate student body on different events and issues as they arise (e.g. Student Boeing Colloquium nominee, ...).
10. Communicate student concerns and comments to faculty members.
11. Help organize orientation (including social activities) and the prospective student visit (coordinating with GPA).
12. Encourage adherence to the cleaning policy for common areas (coordinating with administrative assistant and/or other staff).

Intermittent Responsibilities (may or may not be relevant depending on the year):

13. Help write student technology fee (STF) proposals.
14. Collect and provide student feedback on faculty candidates to the search committee.
15. Collect student feedback on specific issues at the request of faculty or students.
16. Collaborate with administrator and/or staff to communicate with students about issues related to the departmental building (example: moving out for construction etc.)

Contact:

The current GSRs can be reached at: amathgsr@uw.edu