- Attend monthly faculty meetings.
- Responsible for gsr@amath email, help with students' questions/concerns.
- Organize student meetings with visiting speakers, faculty candidates, etc.
- Keep GSR website up to date.
- Help write the STF proposal.
- Help organize orientation and prospective students weekend.
- Help organize departmental events such as first Fridays, parties, graduation reception, seminar receptions, etc. Enlist volunteers for cleanup and alcohol permits
- Handle correspondence with prospective students (the emails forwarded from info@amath)
- Design and implement a cleaning policy for shared spaces with AMath staff
- Organized departmental participation in Graduate & Professional Student Senate