

Budget Director

The Graduate and Professional Student Senate (GPSS) seeks a Budget Director to support the GPSS Vice President of Finance in managing the operational budget of the organization. The Budget Specialist supports the GPSS Finance and Budget Committee and the GPSS Travel Grants Committee. Additionally, they help prepare the Services and Activities Fee (SAF) Budget Request and Student Technology Fee (STF) proposals. Compensation for this position is **\$24 per hour, 15 hours per week for 34 weeks.**

Key Responsibilities:

- Support the development of the budget and Services and Activities Fee (SAF) budget requests for the 2023-2024 fiscal year.
- Support the preparation of Student Technology Fee (STF) proposals.
- Perform administrative work related to the GPSS Finance and Budget Committee, which allocates funding to graduate departments and student organizations
- Perform administrative work for the GPSS Travel Grants Committee, which provides funding for graduate students to attend conferences
- Produce committee meeting minutes in a timely manner, saving and uploading them according to Open Public Meetings Act regulations.
- Maintain and update portions of the GPSS website that pertain to various funding activities.
- Additional tasks include tracking spending, generating financial reports, and filing transfer authorizations.
- Attend a minimum of two senate meetings and one in-person GPSS event per quarter.
- Report to the Vice President of Finance, and work with other GPSS officers as projects arise.

Qualifications:

- Must be a UW student enrolled in at least 6 undergraduate or 4 graduate credits or on leave as defined by University Employment Policy from Chapter 104.
- Must have knowledge of basic budgeting practices and/or interest in finance.
- Budgeting or accounting experience.
- Strong organizational skills including archival and maintenance of files.
- Ability to take comprehensive meeting minutes during active discussion.
- Experience with Microsoft Office Suite (specifically Excel), Tableau, or other data visualization platforms, and Google Products and Services.
- Must be detail-oriented.
- Creative problem solving skills.
- Comfortable with multitasking and working under pressure.
- Demonstrated experience working with underrepresented populations with the ability to communicate with a variety of people from different and minoritized backgrounds across race, gender, sexuality, ability, status, and language.

Workplace Expectations:

In addition to duties listed above, GPSS Staff members are also expected to:

- Work 15 hours per week.
 - Work at least half of their time in office on weekdays from 8 - 5, Husky Union Building Room 314. These hours may be reduced under the discretion of your supervisor.
 - Attend 2 Senate meetings per quarter. These meetings will be held from 5:30 PM to 8 PM on Wednesday's. These meetings contribute to your 15 hours per week.
 - Remote work options are available and will be arranged based on work with your project load.
- Please do not let these expectations deter you from applying, please email Amanda Chin (she/her), gpssvpin@uw.edu, with any questions or concerns to your scheduled interview time.

Application Process:

To apply, please submit a 1-page cover letter and a 1-page resume. In your cover letter, please share your interest in working with GPSS, your interest in working with this specific position, and any experiences you have working with underrepresented or historically excluded populations. In your resume, please share relevant experiences to the role you are applying for. Additional pages will not be considered. Selected candidates will move forward to an interview, which will be held in the GPSS office (HUB 314) or via Zoom. If you need any accommodations throughout the interview process, please contact Amanda Chin (she/her), gpssvpin@uw.edu.

Hired applicants will be expected to attend an in-person Staff Orientation in September.

