

Senate Director

The Graduate and Professional Student Senate (GPSS) seeks a Senate Director to assist with record-keeping and maintenance. Compensation for this position is \$24 per hour, 19 hours per week for 34 weeks.

Key Responsibilities:

- Taking minutes at all weekly GPSS Senate and Executive Committee meetings.
- Formatting and editing minutes in a timely fashion and upholding record-keeping procedures and regulations.
- Preparing agendas and minutes for assigned GPSS meetings.
- Managing accessibility of meetings.
- Liaising as needed with the Live Captioner to ensure meeting transparency and accessibility.
- Supporting the President and Vice President of Administration in managing votes during Senate meetings.
- Will report to the Vice President of Administration and President, but may work with other 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.
- Availability for GPSS Senate and Executive meetings on Wednesdays from 5:00 pm - 8:00 pm.
- Experience transcribing meeting minutes for distribution.
- Excellent transcription, writing, editing, and word processing skills.
- Strong attention to detail and organizational skills.
- Ability to work within clear timelines.
- Ability to take comprehensive meeting minutes during active discussion.
- Interest in working with student government and being part of a team.

Workplace Expectations:

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

- Work 19 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 19 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.