The Graduate Student Association is accepting applications for the position of Vice President for 2021-2022 academic year. The service requirement is 20 hours per week. This one-year term starts Fall 2021 and ends Spring 2022. Applicants must be able to commit to holding this position for both fall and spring semesters.

**Key responsibilities:**

1. The Vice-President shall assist the President with their aforementioned duties.
2. The Vice-President shall serve as the financial officer of the GSA.
3. The Vice-President shall administer the general operating funds of the GSA.
4. The Vice-President shall keep accurate records of all monies, accounts, and properties of the GSA.
5. The Vice-President shall manage the collection and distribution of all funds.
6. The Vice-President shall coordinate with the President and the Executive Board in preparing an annual budget and financial statement.
7. The Vice-President shall prepare the financial reports for the Executive Board and the GSA general body.
8. The Vice-President shall serve on at least one University Council or Committee.
9. The Vice-President shall ensure that all University Councils and Committees have the appropriate representative(s) from GSA. In the event that adequate representation cannot be obtained, the Vice-President shall serve on these Councils and Committees until a replacement representative can be identified.
10. The Vice-President shall be responsible for presenting the financial report or proposed budget to the GSA general body after consultation with the GSA President.
11. The Vice-President shall discharge the duties of the President in the President’s absence and assume the duties of the President in the event that the President vacates office.
12. The Vice-President shall be responsible for updating and maintain the GSA
The Vice-President shall serve as the office coordinator for the GSA.

14. The Vice-President shall act as the Chair of GFAC.

*Any changes in above job duties will be conveyed by President of GSA.

Compensation:

The Vice President of the Graduate Student Association will be awarded a full-time, non-teaching graduate assistantship/doctoral associateship for the Fall and Spring semesters, along with the benefits provided to non-teaching assistantships. To learn more, please follow this link: https://wmich.edu/grad/fellowships-grants/assistantships

Eligibility:

1. Must be a full-time graduate student at Western Michigan University.
2. Have a minimum graduate GPA of 3.25.
3. Have excellent oral and written communication skills.
4. Must have completed at least six (6) credits of graduate level courses at Western Michigan University and be enrolled for the next one (1) year until spring 2022.

Note:

Applications will not be considered in following scenarios:

1. Incomplete application documents.
2. If you had already applied for President/VP position during Spring 2021 and Summer I 2021 open call.
3. If you are/will be Graduate College Student Ambassador.

Deadline for application submission: Wednesday, August 18, 2021 by 5 pm.

Required Documents:

1. Letter of motivation (1000 Words Max.).
2. Resume.
3. Official Program of Study signed by your advisor.

4. First Letter of Recommendation from your current graduate program advisor and must be emailed by advisor to gsa@wmich.edu.

5. Second Letter of Recommendation from your professor and must be emailed by professor to gsa@wmich.edu.

6. Plan of activities or programs that you wish to implement during your tenure. These plans should be flexible, manageable, achievable and must be submitted with application.

Interested applicants must submit above required documents in One PDF document (Except Letter of Recommendations) to GSA at gsa@wmich.edu.

For reference, our address is:

Graduate Student Association
133 E. Walwood Hall, Mail Stop 5242
Kalamazoo, MI 49008 – 5242