Overview of Position

The Graduate Social Club co-directors are responsible for planning and coordinating events that facilitate social interactions between graduate students from all departments on campus, and thereby establish an environment of open mindedness, professional collaboration, mutual support, camaraderie, and friendship at UC Berkeley. They promote activities and events to extend the reach and impact of the Graduate Assembly and all related projects. Moreover, GSC directors advocate for university support to RSOs in organizing events, and interact with the various university entities involved in event organization and in setting on-campus event policies, such as Event Services, UCPD, and the LEAD center. The co-directors will receive a stipend and personal service agreement money in order to hire support in planning these activities.

Primary Responsibilities

- Organize events for graduate students at UC Berkeley that promote social interaction, professional networking, student organizing, and interdisciplinary collaboration.
  - Events include: one large on-campus event at the beginning of the academic year, the Bay Cruise in the Spring semester, and director-generated bi-weekly events throughout the year
  - Generate event schedule and budget at the beginning of each semester.
  - Report to the Campus Affairs Vice President (CAVP) and the executive board about event planning and outcomes
  - Advocacy: Serve on campus committees or workgroups to facilitate the mission of the Graduate Social Club, i.e. committees to revise event planning policies, security policies, etc

Additional Responsibilities

- Manage all event logistics
  - Obtain proper event insurance and UC Berkeley permits, if applicable; Obtain alcohol permits and/or county licenses, if applicable; Arrange security with UCPD as needed; Work with Event Services for on-campus events or managers/owners of venues for off-campus events; Hire GSC assistants as needed, additional service providers (DJs, student event staff, etc.) and organize volunteers to staff events
● Manage Graduate Social Club finances
  
  ○ Submit alcohol funding request at the beginning of each semester; Create budgets prior to events and get executive approval; Consult with GA treasurer and GA executive board before and after events about expenditures for large events; Submit reimbursement requests for all expenses with the appropriate documentation; Maintain ongoing budget spreadsheet and track all expenditures and reimbursement for budget report and future projection

● Manage Event Scheduling, Promotion and Assessment
  
  ○ Work with marketing coordinator direction to facilitate GSC social networking and event promotion including: GSC project page on Graduate Assembly website, GSC website, Facebook Group, Twitter, PayPal, GSC email listserv, event promotion contact information lists.

  ○ Maintain records and upload all important documents to the GSC Berkeley box account, including event-specific planning materials, copies of receipts and invoices, flyers, logos, so to make events systematic, reproducible, and easier to plan in the future

  ○ Maintain GSC materials inventory

  ○ Formal reporting each semester on project activities, as well as an end-of-year report to the executive board

**Additional Expectations**

- Attend all GA delegate meetings (first Thursday of every month from 5-9pm)
- Attend monthly meetings with the GA Campus Affairs Vice President
- Hold office hours in GA space (1 hour per week)
- Maintain project calendar, contact information, fliers, website, email lists, and social media accounts
- Submit monthly updates for use in internal and external communications.
- Assist other project directors and GA sponsored functions
- Respond to emails within 24 hours
- Read, understand, and abide by GA governing documents; to include the Charter, Bylaws, and Operating Procedures
- Participate in GA staff meetings and retreats
- Provide oral and written reports to the GA Delegates and GA Executive Board, as directed

**Qualifications**

- Current UC Berkeley graduate student
- Effective cross-cultural communication skills
- Organized, punctual, good interpersonal and written communication (including ability to use
diplomacy/discretion)

- Self-starter, strong level of independence, creative
- Willing to be collaborative with other project directors and executive officers
- Respectful of diverse opinions and underrepresented student experiences

About the Graduate Assembly

The mission of the Graduate Assembly is to improve the lives of University of California, Berkeley graduate students and to foster a vibrant, inclusive graduate student community. The Graduate Assembly is the official representative body of the graduate and professional students at the University of California, Berkeley. The fundamental principles of the Graduate Assembly are the promotion of a vibrant student social life, inclusiveness, progressive activism, community service, educational improvement, and professional development. In service to these principles the Graduate Assembly advocates for students, funds student groups on campus, and directly manages a variety of projects.

To apply, please submit a cover letter (explaining your interest in the position and relevant experience) and resume or CV, including contact information for one reference. Documents can be submitted via email to cavp@ga.berkeley.edu. The application period officially closes on July 24, though applications will continue to be accepted until the position is filled.