PROJECT: Graduate Student Wellness Project (GSWP)
JOB TITLE: Project Director
STIPEND: $1,100/month, pending Delegates’ approval
TIMELINE: August 1, 2015 – May 31, 2016 (10 months)

Overview of Position

The GSWP seeks to address issues that can affect the wellbeing of all graduate students within the campus community. The types of issues that the GSWP advocates for include: maintaining and expanding comprehensive medical health services; mental health services and resources; the promotion of wellness and wellbeing across the campus community; and, any issue that affects graduate students across departments. Programming is intended to give graduate students tools to overcome challenges faced at UC Berkeley. This position’s advocacy regarding health and wellness involves serving on a minimum of four campus committees to sustain and enhance graduate student resources. Beyond coordinating small and large-scale events and providing advocacy within student and administrative committees, the GSWP Director is also free to meet one-on-one with students seeking more information about campus resources. The aforementioned tasks serve to extend the reach and visibility of the Graduate Assembly.

Primary responsibilities

- **Workshop programming/event coordination**
  - Plan and host events that serve graduate students, focusing on enhancing health and wellness. These include: De-Stress Your Grad Experience, Meditation Workshop Series; The Women’s Health Series; The Activist Wellness Series; The Tamarkoz Meditation Retreat
  - Advertise events (GA Calendar, Cal Events Calendar, Facebook, GSWP List, Delegates, Grad Newsletter, etc.)
  - Purchase refreshments for workshop or event series
  - Secure facilities and parking as needed for events
  - Provide updated workshop materials in kind and online
  - Develop additional programs, when needed, to support needs of graduate students

- **Project Budget**
  - Write annual program budget each spring for delegate approval
  - Provide necessary documentation/presentations as needed to support budget recommendations
  - Submit appropriate requests for reimbursement/invoice payment supporting events within budgetary constraints

- **Perform advocacy work around student Mental Health (including appointment on at least one campus committee on student mental health)**
  - Serve on the Health Fee Advisory Board (HFAB)
  - Serve on the Graduate Student Mental Health Advisory Committee (GSMHAC)
  - Serve on the Student Wellness Initiative Group
  - Serve on the Chancellor’s Advisory Committee on Student Mental Health (CACSMH)
  - Serve on necessary subcommittees
- Serve on the Student Health Advisory Committee (SHAC)
- Provide advocacy and consultation to staff at University Health Services regarding improvement of graduate student services

Additional Expectations

- Attend GA delegate meetings (first Thursday of every month from 5-9pm)
- Attend monthly meetings with the GA Campus Affairs Vice President
- Hold office hours at Anthony Hall (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 48 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
  - At minimum: once a semester to the Delegates and an end-of-year report to the Executive Board

Qualifications

- Current UC Berkeley graduate student
- Competent understanding and demonstrated commitment to minority student issues
- Familiarity with minority student groups, resources, and allies on campus
- Commitment to equity and inclusion at all levels of campus governance
- Experience with and commitment to issues regarding health, mental health, and wellness
- Expresses cultural humility and possesses cross-cultural communication skills
- Organized, punctual, good interpersonal and written communication (including ability to use diplomacy/discretion)
- Self-starter, strong level of independence, creative
- 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.