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Sent: Thursday, November 05, 2009 8:57 AM
To: NES_GRAD_STUDENTS@LISTSERV.ARIZONA.EDU
Subject: Graduate and Professional Student Council seeks Hourly Travel Grants Director

Graduate and Professional Student Council seeks Hourly Travel Grants Director

Job Search Open Date: Nov. 1, 2009

Job Search Close Date: Until Filled

Review of Applications Begins: Nov. 16, 2009 Position Summary: The Programs Director will administer the GPSC Travel Grant Program. Applicant must respond to grant requests in a timely, accurate and professional manner. Works closely with the GPSC Treasurer, and supervised by the GPSC Assembly Chair.

Duties:

- * Collection and Inspection of Travel Grant Applications
- * Organizing Travel Grant Judges
- * Assembling and distributing applicant packets to Judges
- * Review and notification of awards
- * Maintenance of Awardee audits and records

Minimum Qualifications:

- * Working knowledge of Microsoft Word and Excel, basic computer skills
- * Demonstrated ability to multi-task and work under tight deadlines
- * Excellent written and interpersonal communication skills
- * Excellent time management skills
- * Dedication to this critically important graduate student service

Desirable Qualifications:

- * Basic knowledge of budget supervision
- * Knowledge of the program, either as a grant recipient or travel judge

A complete application will include a letter of interest and a resume, including references. The letter of interest should highlight the skills and experience of the applicant, and specifically address the requested qualifications.

Applications may be submitted by e-mail, to gpsc@email.arizona.edu, or to Administration 322, Marked "Attention GPSC", or to the GPSC office in the Student Union. Complete descriptions of the positions follow. Questions should be directed to gpsc@email.arizona.edu.