Secretary/Webmaster

Summary of position
Records and maintains the information of the GSA. Manages attendance of GSA meetings, serves as webmaster for GSA, solicits information and news for reports of GSA activities and matters of interest.

Stipend
$800 per quarter for three quarters (no summer work)

Email
gsainfo@ucsc.edu

Workload (per quarter)
Attend GSA Council meetings: 4 meetings (6-8 hours)
Agenda preparation and communication for Council meetings: 4 hours
Attend E-Board meetings: 4 meetings (6-8 hours)
Website maintenance: 8 hours
Communication and email: 8 hours

Approximate workload total: 36 hours/quarter (~3-4 hours per week)

Responsibilities
- Attend transition meeting (spring of previous year) and E-board retreat (summer/beginning of fall)
- Prepare and distribute the GSA Council meeting notices & agendas
- Attend: GSA meetings, E-Board meetings, and annual power and privilege training
- Serve as notetaker and attendance recorder for GSA Council and E-board meetings
- Act as GSA's Webmaster:
  - Maintain information about GSA activities appearing on the campus calendar
  - Maintain the GSA Council Google Group (email list)
  - Update and refine GSA website
  - Post information and updates to News section
  - Organize and maintain E-board Team Drive
- Assist other members of the Executive Committee with outreach announcements and communications in a manner pursuant to the time-sensitive nature of the communication
- Solicit information and feedback from GSA members for News articles and updates

- Distribute and receive additional information regarding graduate student interests