Staff Job Descriptions

Chief of Staff
• Serves as the principal assistant to the AGS President, acting as a liaison in matters of importance on behalf of the AGS President and Vice President of Internal Affairs
• Assist the Executive Cabinet in tasks as appropriate
• Co-ordinate and organize meetings for the AGS President and AGS Vice Presidents
• Chair the AGS Symposium Committee and coordinate all communication/logistical details with the help of the Campus Communications Director
• Oversee and assist with the productivity/status of ongoing AGS projects
• Assist the Campus Organizing Director with the execution and organization of the AGS Fall Retreat
• Assist VP Internal in executing Happy Grad

International Committee Chair
• Run the International committee.
• Organize International Grad Student Orientation with GRC, Grad Div. and Intl. Center
• Constantly work with the Peer mentors in the Interconnect program through Fall quarter.
• Organize Soccer tournament, Thanksgiving dinner, One World Concert
• Assist service providers present on campus about specific and diverse needs of international students
• Advocacy for international students. (Work more on the International center survey, Prepare a guide specific to International students with directions for various processes)
• Recruit and retain students from countries that do not have a strong support system and work with them to come up with ideas how to provide better representation.
• Work more closely with ASUCI international committee and the CSSA and maintain a stable relationship with them.

Campus Communications Director
• Assist VP Admin in managing Council to volunteer for various AGS events as needed
• Assist VP Admin in taking minutes at Council/Staff Meetings if VP Admin is absent
• Keep the AGS website up to date
• Compose and review submissions to grad weekly and other communication outlets
• Assist the Chief of Staff in communications/logistics regarding the AGS Symposium
• Help compose and review campus blasts
• Promote AGS programs, resources, and overall presence on campus
• Gather information for campus blast e-mails
  o Increase visibility via social media platforms (i.e. facebook)
  o Collect of AGS activities and post to website
  o Other promotional material, i.e. banners, t-shirts, etc.
Campus Organizing Director
- Serve as second-in-command for AGS Internal Committee
- Lead any initiatives on graduate student health and wellness
- Oversee campus mental health discussions
- Assist in recruiting new members and volunteers to all of AGS
- Coordinate planning with other relevant staff members for Career Conference, AGS Symposium, and Happy Grad
- Oversee and assist with the productivity/status of ongoing AGS projects
- Assist the Chief of Staff with the execution and organization of the AGS Fall Retreat

Professional Development Staff
- Develop events to help graduate students become better informed concerning possible career paths (e.g., shadowing days, information panels).
- Work with Graduate Division and the Career Center and Graduate Resource Center to better improve graduate student attendance and benefit from existing workshops/informational events
- Event- PhD career conference for non-academic jobs in collaboration with grad division
- Event- Consist entirely of skill-building workshops to help graduate students prepare for entering the job market. These workshops will target skills such as interviewing, negotiating salaries, finding jobs to apply for. This is in collaboration with graduate division.
- Maintain relationships with campus policy on professional development
- Provide resources for assistance for graduate students seeking information regarding post-graduate careers (academic or non-academic)
- Maintain Professional Development website (AGS website) with information