Chief of Staff ($200) – Vacant

a) Serves as the principal assistant to the AGS President, acting as a liaison on behalf of the AGS President and VP Internal.
b) Assist the Executive Board in tasks as appropriate.
c) Coordinate and organize meetings for the AGS President and AGS Vice Presidents
d) Work with other VPs to oversee the work of Campus Communications Director, Campus Organizing Director, Social Events Planner, Bagel Day Coordinator.
e) Oversee and assist with the productivity/status of ongoing AGS projects.
f) Assist the Campus Organizing Director with the execution and organization of the AGS retreats.
g) Assist VP Internal in executing Happy Grad and Mental Health Awareness Month.
h) Work with responsible parties to organize the AGS Symposium (April 2017), PhD Career Conference (January 2017), Women’s Caucus Conference (January/February 2017), Happy Grad Week (May 2017), and AGS Orientation efforts (September 2016).
i) Identify and implement an independent project. Report to Council on updates and progress on this project.