**SUMMARY**

**Position:** 2018-2019 GPSG Awards Officer (May 1, 2018-May 1, 2019)

**Position Type:** Appointed Officer

**Eligibility:** All full-time IU Bloomington graduate and professional students for the 2018-2019 school year

**Remuneration:** $1,000 fellowship ($500/per semester)

**Time Commitment:** Approximately 5-10 hours a week

**Sponsoring Units:** GPSG and University Graduate School

**Application Deadline:** Thursday, March 1, 2018 by 11:59pm; applicants may be asked to sit for an interview during the week of March 26th.

**Submission Instructions:** In a single pdf file, submit this completed application form followed by a one-page resume. All applications must be submitted to the GPSG Canvas Page under the assignment entitled “Executive Committee Applications”. Save your application for the Awards Officer with the following naming convention: Awards*\_Lastname\_Firstname*

The Graduate and Professional Student Government (GPSG) serves over 10,000 graduate and professional students at IU Bloomington through providing academic support, advocacy, community building, and resources. [**GPSG Website**](GPSG%20Website)

The Awards Officer leads GPSG’s efforts related to the promotion and granting of GPSG’s monetary and non-monetary awards. This officer serves as the chair the Awards Committee, which reviews the nominations and applications for GPSG’s awards. The committee has standing relationships with relationships with the Grad Grants Center.

*NOTE: Applicants are encouraged to apply to all positions of interest. Elected Officers and Hired Staff positions will be selected before Appointed Officer applications are reviewed. You will be given the opportunity to rank your preferences if applying for multiple Appointed Officer positions.*

**AWARDS OFFICER DUTIES AND RESPONSIBILITIES:**

* Fulfill the duties and responsibilities outlined in the [**GPSG Constitution and Bylaws**](http://www.indiana.edu/~gpso/about/)
* Serve as chair of GPSG Awards Committee
* Sit on GPSG Executive Committee and other relevant university committees
* Develop programming related to writing and reviewing awards and grant applications
* Facilitate the GPSG Awards Review Process
* Promote applications and nominations for all GPSG awards

**TIME COMMITMENT INCLUDES:**

* Training meetings (some in April and a one-day GPSG fall training in mid-August)
* Informational Presentations at new graduate student orientations
* Monthly GPSG Assembly meetings
* Twice-monthly GPSG Executive Committee meetings
* Minimum of 1 GPSG Programming event per month

**\*\*All applicants are encouraged to contact the current GPSG Awards Officer via** **gpsgawds@indiana.edu** **to develop a more robust understanding of the position.**

**Name:**

**Area of Study:**

**Email:**

**Phone Number:**

**Please rank your preferences for all Appointed Positions you are applying for:**

Awards Officer \_\_\_

Benefits Officer \_\_\_

Diversity Officer \_\_\_

Health & Wellness Officer \_\_\_

Sustainability Officer \_\_\_

**(Respond to each question in 150 words or less)**

1. **Why do you want to be on the GPSG Executive Committee?**
2. **Why do you want to be the GPSG Awards Officer?**
3. **What can you bring to the position of GPSG Awards Officer?**
4. **Outline a few ways you will continue to support and improve the GPSG Awards process.**
5. **Please share your experience with grant writing and/or grant evaluation processes?**