**Executive Board/Leadership Team Structure of GSA**

We are UT's Graduate Student Assembly, and our mission is to advocate for graduate & professional student needs on the Forty Acres and beyond! To this end, we serve as the official voice of graduate students at the University of Texas at Austin to UT administrators, staff, and faculty, as well as to the Texas Legislature and UT Board of Regents. GSA provides a plethora of opportunities to enrich the graduate student experience here at UT.

This includes:

* Serving as the official means of communicating graduate student needs to university administration.
* Offering financial support for graduate student organizations and individual travel needs.
* Providing a forum to develop policy to further graduate student interests and goals.
* Presenting opportunities for graduate students to connect socially.

**President/Vice President**

The GSA President and Vice President are elected by the general student body though the campus wide election happening at the end of February. The President and Vice President, or executive alliance, determine their platform points and organize events and legislation around these points. Once elected, they appoint 8 executive directors to form the executive board, and agency directors to form the GSA leadership team. In addition, the executive alliance also fills various committees listed below. Other than meeting with each of the GSA directors to ensure event planning and platform agendas are being met, the executive alliance also has biweekly and/or monthly meetings with university leadership.

Together, the executive alliance chair positions in the following committees:

* President Student Advisory Committee, Graduate Assembly, Faculty Council

They fill positions in the following committees:

* President Student Advisory Committee, Americans with Disabilities Accessibility Committee, Graduate Assembly, Faculty Council committees, UT Libraries, UHS, Graduate Student Housing and Dining, Graduate Coordinator Network, Green Fund, and UT Shuttle Bus

Separately, the President oversees the following:

* Submit Annual Registration Application on Hornslink to maintain the organization’s status
* Submit Sponsor Student Organization Application to continue the sponsor status
* Attend Safety Education meeting to maintain organization status
* Represent graduate students on various committees: Tuition Policy Advisory Committee, UT Systems meetings, Student Government Organization Leadership meetings

Vice President oversees the following:

* Lead GSA Assembly Meetings

### Executive Directors

**Academic Affairs Director**

The Student and Academic Development Director engages in the student affairs and academic issues related to graduate students at the University. This director helps guide discussion between the Graduate Student Assembly and the offices of the Provost and Dean of Graduate School on matters pertaining to academic well-being of students that include graduate tuition, dissertation policies, new graduate and dual-degree programs, research, and publication. This director also coordinates the selection of Graduate Student Assembly travel grant winners and participates in the selection process of Graduate School's teaching and research awards. Typical responsibilities also include developing 3-4 programs offered through GSA, attending meetings with student services offices to learn how they can best serve Graduate Students, and other duties as assigned.

**Student Affairs Director**

The Student Affairs Director is the liaison to the University’s Division of Campus and Community Engagement. The director raises awareness of university resources related to access, belonging, campus engagement, and community engagement, centers the voices of historically marginalized and underrepresented communities, and encourages all students to be active community members.

**External Affairs Director**

The External Affairs Director advocates for and informs graduate students of relevant policies at the local, state, and federal level. The External Affairs Director is also responsible for representing the GSA on the Joint Resolution Committee, coordinating with Student Government and Senate of College Councils on university-wide legislation. External Affairs additionally oversees events including Invest in Texas and Orange & Maroon Legislative Day.

**Administrative Affairs Director**

The Administrative Director coordinates with the office of the Dean of Students to maintain a record of the activities of the Graduate Student Assembly. The Director records the minutes of each meeting, files them, and makes them available for public review, chairs the Rules and Administration Committee (the name of the GSA Admin committee, if the Admin Director so chooses to recruit GSA reps to aid in Admin affairs). They also organize meeting agendas, act as the first point of contact for GSA members and constituents, distribute passed legislation to the appropriate parties, and take on other administrative affairs as needed. In addition, the Director makes sure that changes made by the Assembly to the Constitution and Bylaws are properly submitted for approval to the Dean of Students and other UT administrators.

**Internal Policy Director**

The Internal Policy Director is responsible for the development and coordination of legislative initiatives on behalf of the Executive Alliance, Assembly, and graduate students-at-large. They serve as the chair of the Legislative Affairs Committee. This committee, which is made up of GSA representatives and interested students, researches important issues that impact graduate students and works with students and administrators to work toward solutions. Legislation is written by the Director, Committee, or any Representative in the Assembly and is then reviewed, edited, and approved to go to the Assembly for debate and voting.

**Communications Director**

The aim of the Director is to facilitate communication between the GSA and public. This includes the University of Texas public, the general public, the media, and internal GSA members. The primary role of this committee is to ensure GSA's internal and external messaging and communications are consistent with GSA's goals and representative of the graduate student body.

Responsibilities include website maintenance, social media outreach (Facebook, Instagram, Twitter), compiling the monthly newsletter, other design/promotional requests as necessary. Important qualities to have: accessibility during major events to be able to do live promotion, even if not physically there. Excellent grammar/spelling/copy editing abilities. Flexibility is key.

**Finance Director**

The Finance Director manages the appropriations process that allocates about $12,000 annually to graduate registered student organizations (RSOs). An email is sent to all graduate students at the beginning of each semester (Fall, Spring and Summer) with the instructions to start the process. The Finance Committee also oversees the organization’s yearly budget and co-manages the accounting process for all GSA-related spending on events and projects.

**Membership and Outreach Director**

The Membership and Outreach director serves as a point of contact for returning and new representatives. Your responsibilities will entail keeping an accurate census of the GSA’s voting body and engaging in recruitment initiatives across campus to incentivize graduate participation. The Membership and Outreach director works closely with the Student and Academic Development Director and the Communications Director to raise awareness of graduate student programs and initiatives.

Responsibilities include: prompt email management, somewhat flexible schedule (able to attend GSA happy hours and select events) and annual census of the voting body.

**Agency Directors**

**Entrepreneurship & Innovation Agency**

The Entrepreneurship & Innovation Agency works to develop strong relationships between our highly trained graduate students and the workforce. We communicate with different departments and graduate RSOs to assess the interests and needs of our peers and develop strategies to fulfill those needs. We assist other GSA departments, including Programs & Events, with connecting with respected companies and professionals in various industries. We’re also responsible for creating ways to encourage and develop intellectual entrepreneurship among our graduate students. Committee duties include assistance in strategy and planning, development, initiating contact with corporations and professionals, and maintaining open communication between graduate RSOs and students.

**Graduate Health Agency**

The Graduate Health Agency works to improve the overall health of graduate students at UT. Through partnerships with UHS, CMHC, Housing and Food Services and other offices on UT campus, we organize activities and events that are geared to educate graduate students on health issues or have a direct impact on their health. We also promote activities and events that are organized by other health-focused offices on campus with our target audience being the graduate student body.

Time commitments will vary depending on roles and will be in your control. You don't have to have a background or any experience in the health field. All that we ask is that you have a positive attitude, the ability to work on a team, a desire to improve the health of graduate students and the desire to have fun!

**Voting Graduate Student Agency**

The Voting Graduate Student Agency focuses on increasing voter registration and voter turnout in the graduate student population. It is important for graduate students to be involved in the electoral process to ensure that their voices are heard. Throughout the year the Voting Graduate Student Agency will focus on information campaigns related to voting laws, voter registration drives and election events.

The director plans times to register individuals to vote and trainings to become volunteer deputy registrars (VDRs). They also share current and relevant nonpartisan election information. (Specific legislation information is left to the Legislative Director) and coordinate grad student VDRs.

**International Graduate Student Agency**

The International Graduate Student Agency (IGSA) exists to make the transition to educational life in America easier for international graduate students, whether they are here for a semester on exchange, or plan on spending years receiving quality education. Our online resources provide valuable information compiled by students who have undergone this unique experience a year ago. We believe that there is value in understanding the cultures of students from across the globe. Our events, whether social or educational, are catered towards providing a platform outside the classroom for multicultural interaction and serve as a means of easing international students into their new life in America.

**Compensation**

* President: $500/ month stipend + garage parking pass
* Vice President: $333/month stipend + garage parking pass
* Executive Board: $133/month stipend + garage parking pass
* Agency Director: None