



<b>Title:</b>	President
<b>Hours Per Week:</b>	15
<b>Support Payment:</b>	1.8% of total administrative account budget
<b>Length of Term:</b>	Fall and Spring Semester 2020 - 2021 Academic Calendar

**Position Overview:**

The President shall be responsible for representing the views and concerns of the Graduate Community to the University administration, and for leading efforts to improve student life and resolve student grievances.

**Responsibilities**

- I. Serve as a liaison between the Graduate Student Councils and Administration of American University
- II. Work with the members of the council to pass and uphold an unanimously agreed to “Shared Vision” for the academic year
- III. Work with the Director of Finance and the other members of the council to develop a budget both for the council and the individual councils
- IV. Appoint representatives to serve as the official graduate student representative on university committees when needed
- V. Meet with the Center of Student Involvement Advisor no less than once every two weeks to report on their activities
- VI. Maintain a positive working relationship with the American University Student Government, the Student Bar Association, American University Club Council, American University Staff Council, and graduate student organizations

**Expectations**

- I. Attend all “official” Graduate Leadership Council events, meetings, and activities
- II. Communicate effectively with council members and Center of Student Involvement
- III. Meet regularly with the Center of Student Involvement
- IV. Meet regularly with VP of Finance and VP of Management
- V. Contribute to a positive work environment
- VI. Consistently demonstrate passion and service to the graduate community
- VII. Fulfill all responsibilities assigned to the position