Responsibilities of GSIC Officers

- Serve as liaisons/a means of open communication between the graduate student community and the Associate Dean’s Office (Betsy and Dean Hardin)
  - Meet regularly as an executive board and monthly with Betsy in her office
  - Maintain consistent communication with graduate students (Facebook/email)
  - Deal with any problems that GSIC can handle alone (notify Betsy after if needed) and contact Betsy with any problems beyond the scope of GSIC’s abilities
- Provide assistance with the open house and incoming student orientation
- Introduce GSIC to prospective and new students at open house and orientation
- Promote summer courses to ensure adequate enrollment numbers
- Assist in the general operation of student offices in the James Building
  - Make sure there is a GSIC presence in the James Building on a regular basis
  - Handle desk assignments in the James Building for graduate assistants
  - Hold a James Building cleanup at least once a year (before fall semester)
    - clean out desks/filing cabinets of old students as well as other spaces
  - Keep fridge/microwave/toaster clean and keep utensils, plates, etc. stocked
- Organize social events that allow sharing/collaboration of academic pursuits
  - Plan and promote social events throughout the year (typically one a month)
  - GSIC traditionally holds a picnic at the beginning of the fall semester where grad students, faculty/staff, and their families are all invited
  - Manage the GSIC budget for social and other events (currently at $700 a year)
  - Support graduate students who want to organize other social events
  - Arrange/execute at least two service projects a year (ideally one per semester)
- Providing opportunities for academic development through training workshops
  - Organize and lead at least one training/development workshop per semester
  - Work closely with CGF to help promote their events and provide support
  - Encourage students to participate in Penn State’s Graduate School Exhibition
- Strive to assist with conference preparation and travel funding
  - Maintain initiative to use UPAC funding for additional travel reimbursement
  - Assist in organization of peer review of papers for conferences and publication
    - Typically organized based on research focus (i.e. critical/cultural studies)
Responsibilities of Individual Officers

- President makes meeting agendas, conducts meetings, and manages GSIC tasks
- VP serves as communications officer posting news to Facebook/sending emails
- Secretary/treasurer takes minutes, designs flyers, and manages the budget/funding