

Responsibilities of GSIC Officers

- Serve as a liaison and 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
 - 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
 - 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)
 - Keep fridge/microwave/toaster clean and keep utensils, plates etc. filled
- 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
- 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)
- Arrange and execute at least two service projects a year (ideally one per semester)
- Provide assistance with the open house and incoming student orientation

Executive Officer Responsibilities

- 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