CSGSA Job Descriptions

President:

- coordinate efforts of CSGSA representatives
- attend general faculty meetings
- schedule, set agenda for, and lead CSGSA meetings
- arrange elections
- work with the department chair to improve grad-faculty communication
- responsible for content and execution of CS507S

Vice President or Co-President:

- work with President

Secretary:

- update CSGSA web pages after elections, meetings
- post summaries of CSGSA meetings

Admissions (2):

- participate in grad committee meetings (Dr. Dietterich, chair)
- usually involves evaluating potential students' folders winter quarter
- report to CSGSA on progress

Comprehensive (2):

- participate in comprehensive committee meetings (Dr. Tadepalli, chair)
- usually includes evaluating potential comp questions
- report to CSGSA on progress

Hiring (4):

- participate in department faculty hiring process (Sheryl, scheduler)
• usually involves a half-hour meeting with each candidate
• report to CSGSA on progress

Activities:

• schedule the CSGSA picnic some time during summer
• arrange for refreshments at CSGSA meetings when possible (usually once per term)

Facilities:

• work with Sheryl and Dr. D’Ambrosio to coordinate office space for grads
• facilitate communication concerning space allocation and changes