

GSA MARK DIAMOND RESEARCH FUND: DIRECTOR WANTED

The Mark Diamond Research Fund (MRDF) is a component of the Graduate Student Association (GSA) that provides financial support to the expenses directly related to the collection of information for theses and dissertations.

Candidates should possess these qualifications:

- Be organized and demonstrate both leadership and problem-solving skills
- Time management and human relations skills
- Excellent writing skills
- Ability to conduct successful council meetings and application workshops
- **MUST know non-profit and grant regulation**
- **MUST** have paid the graduate student activity fee to apply

The MDRF Director's responsibilities will include but are not limited to:

- Manage, regulate, champion and promote Mark Diamond Research Fund
- Act as MDRF liaison to UB departments (including the Graduate School), UB organizations and other campus groups
- Maintain the annual MDRF budget
- Organize the annual MDRF application cycles (three per year: Fall, Spring, Summer)
- Advertise and conduct grant-writing workshops each grant cycle
- Promote the grant through workshops, presentations and advertisements
- Oversee the recruitment of MDRF review councils for each grant cycle (generally two councils per grant cycle)
- Develop review packets for the MDRF review councils
- Organize and set-up for review council meetings
- Oversee all MDRF purchasing (supplies, food, etc.)
- Meet with students as necessary
- Oversee the application review process for each grant cycle
- Chair MDRF review council meetings
- Maintain the online application system and MDRF portion of the GSA website
- Compose and send award letters to grant recipients and resubmit letters to rejected applicants
- Review and approve all grantee expenditures
- Monitor inventory and equipment
- Hold a minimum of 8 office hours per week
- Attend all GSA Staff Meetings
- Attend GSA Board meetings as able
- Investigate problems and issues
 - Fraud
 - Violations of the rules and regulations
 - Communicating with legal/the Executive Committee/the Graduate School/Departments
 - Regulating the grant, etc.
- Submit ad-hoc reports at the request of the GSA Board of Directors
- Other MDRF-related duties as assigned by the Executive Committee

Any materials created during the job on Graduate Student Association facilities are property of the Graduate Student Association. Any software or hardware requiring a password to Graduate Student Association property must be provided to the Graduate Student Association Executive Committee upon modification or by request of the committee.

To be considered for this position, please attach to an email **AS A SINGLE PDF** the following:

- Cover letter describing your background, availability and interest
- Resume

Send it to gsa-vicepresident@buffalo.edu by Friday, April 16th. Qualified candidates will be invited to interview in late April. Paid training will be offered from May through July. This is a stipend position in the amount of \$14,500 (pending Board of Directors approval) from August 1, 2021 to July 31, 2022 with an annual renewal/evaluation process. GSA is an equal opportunity employer.