GPSS Vice President of Administration Quarterly Report: Summer 2024

# General Administrative Work

Created and organized a new GPSS Shared OneDrive 2024- 2025, including a new drive for all Officers and staff for the upcoming 2024-2025 academic year.

Liaised with the Disability Services Office (DSO) to provide CART for the 2024-2025 Academic Year GPSS meetings.

Scheduled and set up Zoom meetings for the 2024-2025 Academic Year GPSS meetings.

Liaising with CIRCLE and ASUW for collaboration on events and outreach.

Created and archived Summer Executive Committee meeting recordings.

Scheduling officers’ check-in meetings and managing office’s calendar.

Worked with HUB Directors and Officers to present at the entire three-day RSO Fair.

# New Student Orientations and Staff Hiring/Onboarding

Updated the GPSS Orientation presentations (standard and tailored versions for orientations that have Senator presenters), including coordinating with officers to include current GPSS events and initiatives.

Liaised with GPAs to schedule GPSS presentations at approximately 37 in-person, new student orientations across academic specializations and degrees.

Created and distributed a master orientation presentation schedule and coordinated with Officers to attend all scheduled orientations.

Reached out to Senators to present at their department orientations and help spread the word on GPSS work and recruitment.

Conducted one-on-one appointments with Senators to help create personalized presentation slides and collected feedback and asked them to advertise their experiences with GPSS.

Confirmed GPSS presenters and shared presentations individually with each orientation one week prior to their occurrences.

Outreached and advertised GPSS staff hiring to GPAs and Undergraduate Advisers.

Reviewed 66 applications for staff hiring (Senate Director and Budget & Office Director).

Assisted the VP of Internal Affairs with the interview process, scheduling Zoom meetings, setting up interview calendar invites and attending 13 interviews across six positions.

Meeting with the Budget & Office Director and Senate Director for individual staff onboarding, sharing accounts, passwords, and initial start-up goals for Fall 2024.

Assisted the VP of External Affairs with advertising information and working on Get Out The Vote events.

Worked with Officers, Renee Infelise, Assistant Director, SAO Events and Programming, and Creative Communications, to produce GPSS marketing materials for orientations (booklets, postcards, and posters).

Worked with VP of Finance and Budget on reviewing, interviewing, and guiding Web Developer Director to rebuild the website from scratch.

# GPSS Recruitment and Onboarding (Ongoing into Fall)

Liaised with GPAs for GPSS recruitment, including updating and disseminating the GPSS GPA Handbook for selection guidance and to provide email templates for recruitment.

Collected emails from studednts who showed interest at orientations and RSO Fair and send follow-up emails on more information about GPSS.

Conducting one-on-one meetings with returning and potential Senators and connect them with aspired resources.

Reaching out to Directors of all units holding non-academic seats to recruit and/or confirm representation for the 2024-2025.

Creating a new GPSS Roster for the 2024-2025 year, including check-ins with all past/current Senators.

Updating the GPSS Senate and Executive email lists and website rosters.

Organizing the GPSS Open House for October 10, 2024 from 12:00 PM – 1:00 PM.

Completing ongoing new and returning Senator confirmations across departments.

Revising the Senator Handbook and organizing New Senator Orientations as well as VPA open office hours.

Finalized meeting times for Arts Council and CSMR.

Sent out a GPSS Welcome Back to School email, advertising GPSS upcoming activities, recruitment and events.

# Overview

This year, we reached 37 orientations, showing a slight improvement in outreach compared to the number of orientations last year (34). We also had about 12 Senators, who volunteered to present at the department orientations and provided feedback on their experiences with GPSS. The feedback includes:

* GPSS should clarify whether an event is open for Senators only or all graduate & professional students.
* GPSS should have a member to communicate with Senators what happens during Executive Meetings.
* GPSS should invite undergraduate students to the GPSS Interdisciplinary Research Symposium to increase engagement between graduate and undergraduate students.

Going forward, the VPA will keep up consistent communication with Senators, ensuring a positive engagement within GPSS. As summer is typically a busy time for the VPA with orientations and recruitment, I am hoping to spend more time on general administrative tasks and provide more support to officers as needed.