

Budget & Office Director

The Graduate and Professional Student Senate (GPSS) seeks a Budget & Office Director to support the GPSS Vice President of Finance and Vice President Administration in managing the budget and office organization of the GPSS. This role will support the Vice President Administration with administrative and organizational tasks that support the function of GPSS. Additionally, this role supports the budgetary responsibilities of the GPSS through the Finance & Budget Committee and the GPSS Travel Grants Committee. Compensation for this position is \$24.60 per hour, 18 hours per week for 34 weeks. This position starts on September 25th 2025, and ends on June 12th 2026. This position does not work on holidays or breaks.

- Perform administrative work related to the GPSS, GPSS Finance and Budget Committee & GPSS Travel Grants Committee, which allocates funding to graduate departments, student organizations, and graduate students
- Support the development of the budget and Services and Activities Fee (SAF) budget requests for the 2024-2025 fiscal year and the Student Technology Fee (STF) proposals.
- Produce committee meeting minutes in a timely manner, saving and uploading them according to Open Public Meetings Act regulations.
- Additional tasks include tracking spending, generating financial reports, and filing transfer authorizations.
- Serving as a public face for GPSS by managing all inquiries received via the primary telephone number and email address, including delivering messages to relevant recipients.
- Assisting in the regular activities of the GPSS office, including keeping track of office hours schedule, managing an office wide calendar, and delegating cleaning responsibilities.
- Ability to attend senate meetings at least twice a quarter and at least one in-person GPSS event per quarter.
- Will report to the Vice President of Administration and Vice President of Finance but may work with other officers as projects arise.

Qualifications

- Must be a UW student enrolled in at least 6 undergraduate or 4 graduate credits or on leave as defined by University Employment Policy from Chapter 104.
- Experience with Microsoft Office Suite (specifically Excel), Tableau, or other data visualization platforms, and Google Products and Services.
- Must have knowledge of basic budgeting practices and/or interest in finance and budgeting and/or accounting experience.
- Strong organization and communication skills.
- Strong problem-solving skills and detail oriented.
- Ability to multitask and triage tasks effectively.
- Strong organizational skills including archival and maintenance of files.
- Experience with website management, especially with WordPress.
- Ability to manage interpersonal conflict and manage an office space.
- Demonstrated experience working with underrepresented populations and an ability to communicate with a variety of people from different and minoritized backgrounds across race, gender, sexuality, ability, status, and language.

Workplace Expectations:

In addition to duties listed above, GPSS Staff members are also expected to:

- Work 18 hours per week.
- Work at least half of their time in office on weekdays from 8 - 5, Husky Union Building Room 314. These hours may be reduced under the discretion of your supervisor.
- Attend 2 Senate meetings per quarter. These meetings will be held from 5:30 PM to 8 PM on Wednesday's. These meetings contribute to your 18 hours per week.
- Remote work options are available and will be arranged based on work with your project load.

Please do not let these expectations deter you from applying, please email Juan Contreras Mora (He/him) gpssvpin@uw.edu, with any questions or concerns to your scheduled interview time.

Application Process:

To apply, please submit a 1-page cover letter and a 1-page resume. In your cover letter, please share your interest in working with GPSS, your interest in working with this specific position, and any experiences you have working with underrepresented or historically excluded populations. In your resume, please share relevant experiences to the role you are applying for. Additional pages will not be considered.

Selected candidates will move forward to an interview, which will be held in the GPSS office (HUB 314) or via Zoom. If you need any accommodations throughout the interview process, please Juan Contreras Mora (he/him), gpssvpin@uw.edu.

All applications are due on Handshake or on the GPSS website by September 8th 2025 at 11:59 PM. Hired applicants will be expected to attend an in-person Staff Orientation in September.

