COUNCIL OF GRADUATE STUDENTS
COGS ADMINISTRATOR JOB DESCRIPTION

The graduate students who donate time to COGS have made a commitment to their chosen graduate programs and cannot also give full-time to COGS. In addition, it is the nature of students to graduate so that their interactions with COGS are necessarily transitory. The job of COGS Administrator was created to overcome these constraints while maintaining COGS as a student-led organization. To reinforce the relationship between the students leading COGS and the Administrator, the job description of the COGS Administrator is inexplicably connected to the COGS Executive Committee Members position descriptions. This is to emphasize two key elements of this relationship: First, COGS is led by the Executive Committee members who are assisted and guided by the COGS Administrator; and second the Administrator should not be working alone to complete the Executive Committee member’s tasks.

Responsibilities

The Administrator has the following general responsibilities. Duties listed are not exhaustive, but indicative of the scope, complexity and importance of this position. A prioritization of these duties is the joint responsibility of the COGS Executive Committee and the COGS Administrator.

1 Office Management

- Organize the daily staffing of the COGS office by officers, volunteers, and the Administrator. Hours of staffing by the Administrator are determined each academic term in consultation with the COGS President and subject to review by the COGS Executive Committee.
- Prepare a formal report of office activity and Administrator’s tasks for each COGS Executive Committee meeting.
- Establish and maintain office systems, including files, archives, equipment, and communications, in a fashion which is usable by all office staff or volunteers.
- Maintain and back-up the computer systems in office.
- Prepare and edit correspondences when requested.
- Recommend upgrades to office systems to the COGS Executive Committee.
- Assist the COGS President in updating and maintaining COGS governing, registration, and other official identifying documents.
- Assist the COGS VP for Communication in updating and maintaining internal documents.

2 Institutional Memory

- Develop and maintain a calendar of regularly scheduled events, activities, or projects to allow the COGS Executive Committee sufficient time to complete calendar items.
- Provide organizational continuity and perspective within COGS and the University.
- Review and suggest revisions to job description at time of annual performance review prior to the close of the fiscal year.
- Assist the incoming and outgoing COGS Presidents in organizing and coordinating the COGS Executive Committee orientation and transition.

3 **Financial Management**

- Assure adequate records of employee hours and pay with the COGS President and/or COGS VP for Finance.
- Pay bills and write checks within approved budget guideline and policies. This is to be done under the direction of the COGS VP for Finance, the COGS President or COGS Executive Committee.
- Assist the COGS VP for Finance in maintaining financial records, tracking expenses, and preparing financial reports.
- Assist the COGS VP for Finance in preparing fees requests.
- Assist the COGS VP for Finance preparing and filing quarterly taxes and tax-exempt status.

4 **Information Management and Flow**

- Advise, and where appropriate, redirect telephone, email, and walk-in queries. Relevant, systematic or illustrative queries should be brought to the attention of the COGS Executive Committee.
- Direct incoming correspondences and communications to the appropriate COGS member.
- Assist the COGS VP for Internal Relations in room scheduling, proving refreshments and supporting the COGS General Assembly meetings, Executive Committee meetings and other approved meetings.
- Assist the COGS VP for Internal Relations in preparing handouts at meetings.
- Assist the COGS VP for External Relations in the preparation and distribution of the Gradletter.
- Assist the COGS VP for Communication in audio-taping meetings, summarizing meeting minutes, and appropriately filing these records.
- Assist the COGS VP for Communication in maintain COGS website and the bulletin board in Johnston Hall.
- Assist the COGS VP for Internal Relation in maintaining COGS databases and listservs.
- Assist the COGS VP for External Relation in compiling and publishing COGS Extra!
- Assist the COGS VP for Communication in advertising COGS meetings.

4 **Research and Professional Development**

- Provide research and other support for COGS Executive Committee, COGS Senators, and COGS Appointees.
- Provide background information and assistance to students (or others) on issues of concern to COGS.
• Recommend to the COGS Executive Committee and attend courses and/or training sessions to improve the efficacy of the COGS Administrator
• Assist the COGS President in identifying issues of possible importance.

5 Liaison Activities

• Maintain liaison relationships with the Graduate School administration and staff.
• Maintain liaison relationships with other University offices serving graduate students, such as the GAO, CIC, and the SDRC.
• Maintain liaison relationships with GAPSA and staff.
• Serve as COGS liaison to committees where designated by the COGS Executive Committee. Serving on the COGS Leadership Award selection committee is one example.
• Assist the COGS Executive Committee in staying appraised of various graduate student related issues.