



**GRADUATE & PROFESSIONAL STUDENT ASSOCIATION
APPLICATION PACKET
SPRING 2014**

The Graduate & Professional Student Association is the student government for all currently enrolled graduate and professional students at UNLV. The GPSA meets the first Monday of each month (excluding September, the meeting is the 2nd Monday) throughout the year. The Association represents the graduate and professional student body at Board of Regents meetings, campus-wide committees, offers fall, spring, and summer sponsorship funding, book scholarships and GPSA faculty and student awards. The GPSA maintains an office and computer lab in the Lied Library. The GPSA assists graduate and professional students with support for their academic endeavors. Providing an environment conducive to student scholarship and research is the primary goal of the GPSA. In addition, the GPSA strives to engender a sense of community among the graduate and professional students by furnishing financial support and fellowship.

The GPSA Council is made up of one representative from each Graduate College department and professional program, and currently meets the first of each month during the semesters. Meetings are open to all graduate and professional students. The Executive Board meets routinely, and consists of four elected positions: **President, Vice President, Secretary and Treasurer**. The duties of the officers are as follows:

1. **President:** is the chairperson of the GPSA Council and Executive Board. This position is responsible for guiding the organization on general issues such as goals of the Council, etc. The President also represents the GPSA at the Board of Regents meetings, and travels to other locations when the meetings are held outside Las Vegas (travel expenses paid by GPSA). The President also sits on the Graduate Council, the Executive Council, and attends University-wide committees. This position receives a tuition waiver of up to 9 credits a semester and a monthly stipend equal to that of a graduate assistant. Candidates must be in good academic standing and admitted to a graduate and/or professional program. If all duties are fulfilled an additional \$550.00 stipend for each semester is awarded.
2. **Vice President:** chairs the Grant Committee which evaluates applications and distributes GPSA grant allocations. The Vice President establishes priorities for grant funding in conjunction with the committee and Executive Board. The Vice President is chairperson of the annual

- Graduate & Professional Student Research Forum held in the spring semester. The Vice President attends the Board of Regents meeting in the President's absence and acts as President if the office becomes vacant. Candidates must be in good academic standing and admitted to a graduate and/or professional program. If all duties are fulfilled a \$550.00 stipend for each semester is awarded.
3. **Treasurer:** The Treasurer presents a financial report at every monthly GPSA meeting. This position also chairs the Government Relations Committee. Candidates must be in good academic standing and admitted to a graduate and/or professional program. If all duties are fulfilled a \$350.00 stipend for each semester is awarded. The Treasurer will fill the Vice President's office in the event of its vacancy.
 4. **Secretary:** is responsible for preparing and posting the agenda/minutes for each Council meeting, which is set by the Executive Board. The Secretary also keeps minutes of Council meetings and sends them to the representatives. The Secretary is responsible for keeping roll call at the GPSA Council meetings which determines the representative's eligibility for their semester stipend. This position also chairs the Publication Committee. Candidates must be in good academic standing and admitted to a graduate and/or professional program. If all duties are fulfilled a \$350.00 stipend for each semester is awarded. The Secretary will fill the Treasurer's office in the event of its vacancy.

The Declaration of Candidacy application and letter of recommendation is available at: <http://www.unlv.edu/gpsa>. The application deadline is **Friday, February 28, 2014** and should be submitted via email to gpsa@unlv.edu. The Lied Library, where the GPSA office is located, will be closed during winter intersession so applications **must** be emailed. Applicant's resumes / CVs are encouraged, but not required, to be included in the applicant's application packet. Executive board vacancies are made by an appointment by the GPSA executive board utilizing an interview process which includes the GPSA advisors and manager. After the application deadline date candidates will be notified to schedule an interview.

If you have any questions, please contact the GPSA Office, at 895-2261 / gpsa@unlv.edu.

GOOD LUCK AND THANK YOU FOR YOUR INTEREST!!

Graduate & Professional Student Association Executive Board – Declaration of Candidacy Spring 2014

Conditions and Terms of Agreement:

- 1) I understand that my application or declaration of candidacy is not complete without an official letter of support from a qualified advisor or faculty member stating my good academic standing and enrollment status, which must be submitted via email to gpsa@unlv.edu.
- 2) This position will close Friday, February 28, 2014. Applicants will be contacted for an interview by the GPSA E-Board, advisors and manager. An announcement of the appointment will follow once all applicants are interviewed.
- 3) I understand that my Declaration of Candidacy may be denied if any of the above information is found to be false or misleading.

Questions about the elections can be directed to / 702- 895-2261 or gpsa@unlv.edu

Please sign below to signify that you agree with the above conditions and terms.

Candidate's signature

Name: _____ School /Department: _____

Address: _____

Phone: (hm) _____ (wk) _____ (cell) _____

UNLV Email: _____ NSHE # _____

Other contact information: (hours available, etc...) _____
