**SUMMARY**

**Title:** GPSG Awards Officer (May 1, 2025 – April 30, 2026)

**Position Type:** Appointed Officer

**Position Open to**: All full-time IU Bloomington graduate and professional students for the 2025-2026 school year

**Remuneration**: $3000 fellowship ($1,500 per semester)

**Sponsoring Units**: GPSG and University Graduate School

**Application Deadline**: Friday, March 21st, 2025 by 11:59pm; applicants may be asked to sit for an interview.

**Submission Instructions**: In a single pdf file, submit this completed application form and a one-page resume to the GPSG Communications Coordinator (iugpsg@iu.edu). Save your application with the following naming convention: Awards\_Lastname\_Firstname

The Graduate and Professional Student Government (GPSG) serves over 10,000 graduate and professional students at IU Bloomington through providing academic support, advocacy, community building, and resources.

The Awards Officer leads GPSG’s efforts related to the promotion and granting of GPSG’s monetary and non-monetary awards. This officer serves as the chair the Awards Committee, which reviews the nominations and applications for GPSG’s awards. The committee has standing relationships with the Grad Grants Center.

*NOTE: Applicants are encouraged to apply to all positions of interest. Elected Officers and Hired Staff positions will be selected before Appointed Officer applications. You will be given the opportunity to rank your preferences if applying for multiple Appointed Officer positions.*

**AWARDS OFFICER DUTIES AND RESPONSIBILITIES:**

* Fulfill the duties and responsibilities outlined in the **GPSG Constitution and Bylaws**
* Serve as chair of GPSG Awards Committee
* Sit on GPSG Executive Committee and other relevant university committees
* Facilitate the GPSG Awards Review Process
* Promote applications and nominations for all GPSG awards
* Develop programming related to writing and reviewing awards and grant applications

**TIME COMMITMENT INCLUDES:**

* Training meetings (some in April and a one-day GPSG fall training in mid-August)
* Informational Presentations at new graduate student orientations
* Monthly GPSG Assembly meetings
* Twice-monthly GPSG Executive Committee meetings

**All applicants are encouraged to contact the current GPSG Awards Officer via** **gpsgawds@iu.edu** **to develop a more robust understanding of the position.**

**Name:**

**Area of Study:**

**Email:**

**Phone Number:**

**Please rank your preferences for all Appointed Positions you are applying for:**

Awards Officer \_\_\_

Benefits Officer \_\_\_

Diversity Officer \_\_\_

Health & Wellness Officer \_\_\_

Sustainability Officer \_\_\_

**(Respond to each question in 150 words or less)**

1. **Why do you want to be on the GPSG Executive Committee?**
2. **Why do you want to be the GPSG Awards Officer?**
3. **What can you bring to the position of GPSG Awards Officer?**
4. **Outline a few ways you will continue to support and improve the GPSG Awards process.**
5. **Please share your experience with grant writing and/or grant evaluation processes:**