

**Colorado State University  
Graduate Student Council  
Position Description**

**Position Title:** Vice President of Finance

**Job Group:** Executive Board

**Organizational Purpose**

The Graduate Student Council represents and advocates for Colorado State University (CSU) graduate and professional students within the university and beyond. Our goal is to improve the experience of graduate education at CSU.

**Duties and Responsibilities**

- Ensure fiscal needs of GSC are met including budget, incoming funds/fundraising, and reimbursement of members
- Attend slice officer orientation training with one additional executive member in the beginning of the fall semester, which allows management of the SOFA account.
- Coordinate with funding sources on campus at beginning of fall semester to obtain funding for academic year—possibly including the Graduate School, ASCSU, and the Lory Student Center.
- Pay any national membership dues such as CSU's National Association of Graduate and Professional Student membership
- Update Executive Council on funds as requested through Slice accounts office.
- Coordinate food orders with LSC catering and externally for GSC functions.
- Purchase GSC promotional materials.
- Fill out and process internal disbursements, p-card, and other forms for funding
- Coordinate with Graduate School to pay Grad Student Showcase awards in the fall
- Coordinate with the Graduate School to pay officer stipends when applicable
- Head GSC Budgetary Committee to make spending decisions regarding graduate student organization events

**Graduate Student Council Mission and Vision**

*Mission:* Providing professional development experiences and promoting the physical, mental, and social well-being of the graduate student body by working closely with the administration to communicate the needs and wants of graduate students.

*Vision:* By graduate students for graduate students to provide professional development experiences and promote the physical, mental, and social well-being of the graduate student body

Note: The above description is illustrative only. It is not meant to be all inclusive. Responsibilities may be added if need be.

I have reviewed this document and discussed its contents with the board and I fully understand the nature and purpose of this position description and its related duties.

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*Signature*

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*Exec. Board Member Signature*

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*Exec. Board Member Signature*

