

Graduate Executive Council Position Descriptions

President

- Represent political science graduate students with other department reps
- Be present at recruitment, answer student questions
- Attend meetings with DGS and department staff
- Serve as main contact for graduate student affairs
- Communicate with DGS, department chair, and staff
- Attend faculty meetings and distribute notes
- Run executive council meetings

Vice President

- Represent political science graduate student community
- Support the executive committee
- Fill in for President when necessary
- Be present at recruitment, answer student questions
- Attend meetings with DGS and department staff
- Go to executive council meetings
- Brainstorm things with President if necessary
- Communicate with department as needed

Social Chair

- Organize and communicate the details of department happy hours and non-alcohol-centered events (when people want to show up at them)
- Organize, help run, and serve as main contact for recruitment

American Field Rep

- Communicate with recruits, help organize and run recruitment
- Coordinate mentorship program
- Main point of contact for American subfield

Comparative Field Rep

- Communicate with recruits, help organize and run recruitment
- Coordinate mentorship program
- Main point of contact for Comparative subfield
- Coordinate the Comparative Working Group

IR Field Rep

- Organize monthly IR Brownbags, including reaching out to external visitors, developing schedule, arranging discussants, and ordering catering
- Communicate with recruits, help organize and run recruitment
- Coordinate mentorship program
- Main point of contact for IR subfield

Theory Field Rep

- Communicate with recruits, help organize and run recruitment
- Coordinate mentorship program
- Main point of contact for Theory subfield
- Organize the internal PT graduate student writing workshop