



## Secretary of Graduate Affairs ROLE DESCRIPTION 2025-2026

### What is the Indiana University Student Government (IUSG)

Founded in 1912, Indiana University Student Government (IUSG) exists to protect student rights and enrich student life. As the voice for all undergraduate and graduate students at IU Bloomington, IUSG works to ensure student perspectives shape decisions at all levels of governance. Beyond advocacy, IUSG develops and implements programs and projects that support students and address key campus challenges. IUSG is structured into three branches, Executive, Legislative, and Judicial, mirroring the federal government to ensure democratic representation and efficient governance. The Executive Branch, led by the Student Body President and Vice President, spearheads initiatives while advancing strategic priorities through its departments and offices. By fostering an inclusive and supportive campus, IUSG ensures that every Hoosier can thrive, academically, socially, and personally.

### Responsibilities as a Member of the IUSG Executive Branch

- Participating in weekly Cabinet meetings and any required one-on-one meetings. Additionally, attending emergency meetings as needed.
- Advising the Leadership Team on departmental or office matters and broader issues affecting the student body.
- Developing and presenting proposals to the Executive Branch on events and programs within your department or office's scope.
- Managing a department-level or office-level budget with precision and accountability.
- Collaborating with Executive Branch members, other branches of IUSG, and student organizations to implement and execute programs effectively.
- Engaging with the Student Body Congress when relevant legislation impacts your department or office.
- Making an effort to attend IUSG events and service opportunities to support organizational initiatives and engage with the student body.
- Responding to emails and texts in a timely manner.
- Consulting with the Executive Press Secretary and President before engaging with the press or making any public statements on behalf of IUSG.
- Acting as an extension of the President, you will provide expertise in your department or office while representing IUSG on university committees, internal hiring committees, and ad hoc committees as appointed by the President.
- Upholding the IUSG Code of Conduct, and any standing rules established by the Executive Branch, while demonstrating respect for fellow members and a commitment to the IUSG Constitution and Bylaws.

## **Background of the Secretary of Graduate Affairs**

The Secretary of Graduate Affairs role was established in 2024 by the FUSE administration to strengthen the connection between IUSG and the graduate student body. Recognizing the unique challenges graduate students face, the position was created to amplify their voices and advocate for their needs. The position has historically been instrumental in increasing graduate student representation and engagement within IUSG. It is preferred that the Secretary of Graduate Affairs be a member of the graduate student population to best represent and advocate for their peers.

## **Specific Responsibilities of the Secretary of Graduate Affairs**

- Advocating for graduate student interests in areas such as academic policies, research opportunities, and professional development.
- Serving as a liaison between graduate students and IUSG, ensuring their concerns are effectively represented.
- Promoting and increasing graduate student participation in IUSG, fostering stronger engagement within student government.
- Collaborating with university stakeholders to address issues specific to graduate students.
- Supporting graduate student organizations and advocacy groups, ensuring their voices are amplified in campus discussions.
- Monitoring policies and initiatives that impact graduate students and keeping the Leadership Team informed of relevant activities.
- Leading an executive committee and facilitating meetings that provide students with opportunities to engage in the department's work.
- Overseeing a First-Year Intern, providing guidance on their project, and supporting their development within IUSG.

## **Required Meetings and Work Hours**

- Cabinet meetings are held every Tuesday from 6:00 PM to 8:30 PM. Attendance is required.
- Weekly or biweekly one-on-one meetings with the Chief of Staff, First-Year Intern, and Executive Committee are scheduled mutually, each lasting 30 minutes to one hour.
- The role requires a commitment of 3-5 hours per week for administrative and role-specific tasks.
- A minimum of one front desk shift of at least one hour is required every two weeks.
- If representing IUSG on a university committee, monthly meetings are expected.
- In total, the role requires approximately 8-10 hours per week.