

Graduate Student Seminar (GSS) Coordinator Selection Process

The GSAB is responsible for selecting a graduate student to be the Graduate Student Seminar (GSS) Coordinator each semester.

Typically, the GSAB solicits volunteers, then organizes a vote open to all graduate students. The winner is announced and informed of his/her new duties. Those duties include, but may not be limited to the following list.

1. choosing a day and time for the GSS to be held, one hour per week (typically during day/school hours)
2. procuring a room in Avery (this is done through Liz and will be set up for the whole semester)
3. ensuring (department paid-for) snacks make it to every meeting
4. recruit graduate students to talk every week [generally the hardest part]
5. getting graduate students to give you a title/topic and maybe an abstract
6. forward weekly seminar to Liz
7. send out the weekly reminder/advertisement about that week's talk
8. organizing a social evening (usually at Brother's) for graduates to meet and socialize, with drinks/appetizers subsidized by the department