

NDEP Position Description – Graduate Student Representative

POSITION DESCRIPTION: The Graduate Student Representative will serve on the NDEP Council and represent the NDEP members who are enrolled in a graduate degree program.

TERM OF OFFICE: The Graduate Student Representative is appointed for a two (2) year term.

ELIGIBILITY FOR OFFICE: The Graduate Student Representative must be an active RDN member or student member of the Academy and a member of NDEP. The Graduate Student Representative must be currently enrolled in a graduate program at the time of the appointment or at least for the first year of the term.

TIME COMMITMENT: The position requires a time commitment of approximately 2 days each year for travel to FNCE for the NDEP Council meeting. Additional time is required for monthly NDEP Council conference calls and correspondence. Depending on NDEP's program of work, this time commitment may be greater.

RESPONSIBILITIES:

- Serves on the NDEP Council as a non-voting member
- Surveys or facilitates communication to and from graduate students regarding concerns, ideas and support for related initiatives
- Maintains the NDEP graduate student mentoring program
- Assists in planning educational activities, webinars, or special events
- Performs other duties as assigned by the NDEP Chair or NDEP Council.