

**Job Title:** Elections Coordinator

**Department:** Graduate Student Association – University of Waterloo

**Reports To:** GSA Vice President of Administration

**Salary Grade:** \$26 per hour (5 hours per week)

**Vacation Entitlement:** 4% vacation pay added part of the regular pay

**Effective Date:** May 1, 2023

**End Date:** April 28, 2024 (renewable with satisfactory performance)

### **Primary Purpose**

The primary purpose of this position is to conduct the Graduate Student Association's (GSA) elections, referendums, and quarterly council training, enhance GSA and departmental GSAs (dGSAs) relationship, set in various university committees, and support organizing the Annual General Meeting.

This position may also serve as the Chief Returning Officer for matters pertaining to the Annual General Meeting.

### **Key Responsibilities**

- Support the delivery and policies/processes pertaining to student elections and referendum within the GSA Council.
- Initiate programs and policies to enhance departmental Graduate Student Associations' relationship with GSA and council.
- Manage and organize the Annual General Meeting.
- Attend regular meetings with the GSA General Manager and Vice President (VP) of Administration to coordinate student elections initiatives
- Lead the development, recruitment of elections' process, as well as policy development within the GSA.
- Deliver relevant training to stakeholders (e.g., new members of Council)
- Assist in the development and revision of constitutions and referendums for dGSAs and other similar student governance organizations (e.g., Graduate Studies Endowment Fund).
- Continuously update the campus committee lists and inform relevant stakeholders (e.g., VPs, committee chairs, etc.) of vacant positions.
- Other tasks as provided by the GSA President and/or GSA VP of Administration

### **Required Qualifications**

- Full- or part-time graduate student at the University of Waterloo
- Minimum of 1 year of professional experience with a proven track record of delivering outstanding customer service, excellent communication and interpersonal skills.
- Experience working with a university student organization and demonstrated knowledge of the GSA and University of Waterloo.
- Outstanding written, communication, and editing skills.
- Time-management and organizational skills.
- Ability to work with and build relationships with internal and external partners.

