**Employment Contract**

**Graduate Student Association - University of Waterloo**

**Job Title:** Events Coordinator

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

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

**Salary Grade:** $22.00 per hour

**Effective Date:** January 1, 2023

**Primary Purpose**
The primary purpose of this position is to assist in the operation and strategic planning of the Graduate Student Association’s (GSA) student wellness events.

This position will support ongoing and future student events, per the direction of the GSA VP Administration.

**Key Responsibilities**

- Plan events focused on physical and mental wellness the graduate students
- Consider the overall wellness of graduate students when planning events
- Organize and book venues and other services
- Gather materials for events
- Execute events on and off campus
- Work with communication team to market events
- Track attendance, participation, and performance data related to events
- Collaborate with the Engagement Coordinator to evaluate events through attendee feedback
- Attend other GSA and Grad House events when needed

**Required Qualifications**

**Education:**

- Completion of a post-secondary degree or professional qualifications
- Must be a full-time or part-time graduate student at the University of Waterloo

**Experience:**

- Minimum of at least 1 year of professional experience, with a proven track record of event planning and delivering outstanding customer service
• Excellent communication and interpersonal skills
• Experience working with a university student organization and demonstrates knowledge of the GSA and the University of Waterloo
• Ability to work and build relationships with internal and external partners
• Must have excellent attention to detail
• Experience working with budgets
• Ability to problem solve and adapt
• Ability to multitask

Knowledge/Skills/Abilities

Proficient in MS Office Suite, Google Workspace, and preferably Eventbrite