

Job Title: Events Coordinator, Graduate Student Association

Department: Graduate Student Association – University of Waterloo

Reports To: GSA Vice President, Administration

Salary Grade: \$26.00 per hour (7 hours per week)

Vacation Entitlement: 4% vacation pay added on as 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 assist with the operation and strategic planning of the Graduate Student Association's (GSA) wellness events.

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

Key Responsibilities

- Plan and execute events centered on the physical, mental and social wellness of the graduate students.
- Manage the logistic requirement of events such as finding and booking venues, liaising with relevant stakeholders and purchasing materials
- Manage all event set-up, tear-down, and follow-up process
- Coordinate with communications team with event graphics and social media posts to promote events
- Monitor and report the level of attendance and participation in each event
- Collaborate with the Engagement Coordinator to develop Feedback-survey to gather data on graduate students' level of satisfaction with the GSA events and services.
- Knowledge of monitoring and evaluation methods for events and the ability to create reports to guide future event coordination improvements

Required Qualifications

- Full- or part-time graduate student at the University of Waterloo
- 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
- Must have excellent attention to detail
- Ability to problem solve and adapt
- Well-organized with excellent multi-tasking abilities

Knowledge/Skills/Abilities

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