



# Employment Opportunity

## Graduate Student Association - University of Waterloo

**Job Title:** Communications Coordinator

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

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

**Jobs Reporting:** Executive Support Staff

**Salary Grade:** \$30 per hour (5 hours per week)

**Vacation Entitlement:** 4% vacation pay

**Effective Date:** May 2, 2022

**End Date:** April 30, 2023 (renewable with satisfactory performance)

### **Primary Purpose**

The GSA Communications Coordinator will support the Vice President of Communications for the Graduate Student Association-University of Waterloo (GSA-UW) in developing and implementing the GSA-UW's communications strategy.

The GSA Communications Coordinator will manage the GSA-UW's email communications (e.g., drafting and distributing monthly newsletters and other emails to graduate students), and will work collaboratively with the GSA Social Media Coordinator to ensure consistent messaging on social media.

The GSA Communications Coordinator will perform regular maintenance on the GSA-UW website, and work with other staff to create new engaging content and keep existing information up to date.

### **Key Accountabilities**

- Creating and updating content for both GSA-UW's and Graduate House websites
- Manage GSA-UW's email communications
- Work with the GSA Vice President of Communications, GSA Social Media Coordinator, and GSA Events coordinator to ensure consistent messaging
- Support the planning/logistics of recurring and special events

### **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
- Ability to work with and build relationships with internal and external partners
- Must have excellent attention to detail



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### **Nature and Scope**

**LEVEL OF RESPONSIBILITY:** Reporting to the Vice President of Communications.

**DECISION-MAKING AUTHORITY:** Decision-making authority as assigned in this job description and as otherwise delegated from time to time by the GSA President and/or Vice President of Communications.

**PHYSICAL AND SENSORY DEMANDS:** Minimal demands typical of operating within an office environment (e.g., attention to detail, required attendance and active participation at meetings/events, etc.). Note: a significant portion of the roles and responsibilities of this position may be completed remotely; however, in-person participation may occasionally be required.

**WORKING ENVIRONMENT:** Exposed to stress and pressure associated with a communications role (e.g., unusual hours or schedules, multiple tight deadlines beyond one's control, etc.).

**COMPENSATION:** Incumbent will work **5 HOURS per week** and report to the Vice President of Communications.

**TERMINATION:** Either party may terminate this contract by providing two weeks' notice. Where there is just cause for termination, the GSA-UW may terminate the employment without notice, as permitted by law and corporate policies.

**APPLICATION:** If you are interested in this position, please send your CV and cover letter (max 1 page) to [gsa-comms@uwaterloo.ca](mailto:gsa-comms@uwaterloo.ca). In your email, use the subject heading "Communications Coordinator Application"