



# Employment Opportunity

## Graduate Student Association - University of Waterloo

**Job Title:** Housing Coordinator

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

**Reports To:** Vice President Communications

**Jobs Reporting:** Executive Support Staff

**Salary Grade:** \$30 per hour (15 hours per month)

**Vacation Entitlement:** 4% vacation pay

**Effective Date:** May 2, 2022

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

### **Primary Purpose**

The purpose of this position is to support students who live on-campus and off-campus regarding their residence and affordable housing advocacy. This position promotes the GSA-UW's communications, engagement, and advocacy initiatives to ensure a positive academic and social experience for UW graduate students living in the Waterloo Region and other campuses.

### **Key Accountabilities**

- Develop communications and informational resources focused on the graduate student community living on-campus residence.
- Strategize and advocate for graduate students living on-campus residences and in Waterloo Region (and around other campuses, where applicable).
- Support GSA-UW initiatives, including but not limited to advocating for improvements to graduate student residence and supporting the GSA's political positions.
- Champion on-campus residence-GSA events that promote the engagement of the graduate student community.
- Execute research to provide insights on graduate student experience related to housing.
- Promote the creation of content for the GSA website under our Affordable Housing Initiative.
- Other responsibilities may be assigned by the GSA President and/or the Vice President of Communication.

### **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, the University of Waterloo, and their respective policy frameworks
- 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 student advocacy role (e.g., unusual hours or schedules, multiple tight deadlines beyond one's control, etc.).

**COMPENSATION:** Incumbent will work **15 HOURS per month** 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 "Housing Coordinator Application"