Job Title: Community-based Researcher

Department: Graduate Student Association – University of Waterloo

Reports To: GSA Vice President of Advocacy and Housing Coordinator

Jobs Reporting: Affordable Housing Research & Action Group

Salary Grade: 20 hours at $25/hour

Effective Date: January 9, 2023

End Date: May 9, 2023 (renewable with satisfactory performance)

Candidate Name:

Primary Purpose

The purpose of this position is to support graduate students living on-campus and off-campus through 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

This position is designed to execute proposed plans from Phase I (Strategy Development; January to April 2022) of the Affordable Housing Research & Action Group Initiative. Responsibilities for the next phase may include any number of the following:

- Develop communications and informational resources focused on the graduate student community living on- and off-campus.
- Strategize and advocate for graduate students living in on-campus residences and in Waterloo Region (and around other campuses, where applicable).
- Support GSA-UW housing initiatives, including but not limited to advocating for improvements to graduate student housing and supporting the GSA’s political positions.
- Champion on- and off-campus GSA housing advocacy 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.
- Attend research/team meetings (may include a GSA Council meeting) for planning, reporting, consulting, and more.
- Other responsibilities may be assigned by the GSA President and/or the Vice President of Advocacy and/or Housing Coordinator.
Employment Contract
Graduate Student Association - University of Waterloo

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

Nature and Scope

LEVEL OF RESPONSIBILITY: Reporting to the Vice President of Advocacy and the Housing Coordinator.

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 Advocacy.

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.). Exposed to stress and pressure associated with an advocacy role (incl., unusual hours or schedules, multiple tight deadlines beyond one's control, etc.).

WORKING ENVIRONMENT: Physical presence at the University of Waterloo main campus is ideal and will sometimes be required for attending team and stakeholder meetings, however, a portion of the roles and responsibilities of this position may be completed remotely. Shared office space is available for GSA work in the Student Life Centre (Room 3222).

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.