



# Employment Opportunity

Graduate Student Association-University of Waterloo

**ORGANIZATION:** uWaterloo Graduate Student Association (GSA)

**JOB TITLE:** Administrative Assistant

**COMPENSATION:** \$20.00/hour

**HOURS PER WEEK:** 10 hours per month

**CONTRACT END DATE:** August 2021, with opportunity for extension

## POSITION SUMMARY:

- The Administrative Assistant supports and nurtures excellent working relationships with internal members and campus partners. The Administrative Assistant acts as the receptionist for the GSA office and provides administrative and communication support for the GSA.

## KEY RESPONSIBILITIES:

- Administrative Support: Documents and files management; Accurately record messages made either in person or by telephone; Receive mail and parcels; Provide GSA meeting support (take minutes, prepare documentation, coordinate catering)
- Communications: Update GSA website; Monitor and respond to electronic messages; Compile and post internal and external GSA E-News
- Client Services: Greet all visitors to the GSA Office in a cordial and professional manner (in person or on the telephone); Be knowledgeable of the services provided by the GSA (in order to best respond to visitors' requests and questions).
- Other duties as assigned by the Executive Director

## QUALIFICATIONS:

- Full- or part-time graduate student at the University of Waterloo
- Minimum of 1 years of professional experience with a proven track record of delivering outstanding customer service, excellent communication and interpersonal skills
- 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

## APPLICATION:

If you are interested in this position, please send your CV and cover letter (max 1 page) to

[gsa-gm@uwaterloo.ca](mailto:gsa-gm@uwaterloo.ca)

**APPLICATION DEADLINE: AUGUST 31 AT 5PM**