



Employment Opportunity

Graduate Student Association-University of Waterloo

ORGANIZATION: uWaterloo Graduate Student Association (GSA)

JOB TITLE: Cambridge Campus Coordinator

COMPENSATION: \$30.00/hour

HOURS PER WEEK: 5 hours per month

CONTRACT END DATE: December 2020, with opportunity for extension

POSITION SUMMARY:

- Promote the GSA's communications and engagement initiatives on the Cambridge campus, and work alongside members of the GSA Executive team, Council, and uWaterloo administration to ensure a positive academic and social experience for grads in Cambridge

KEY RESPONSIBILITIES:

- Work with the GSA President and Vice Presidents of Administration and Communications to address off-campus student concerns, facilitate GSA communications, and support student engagement on the satellite campus (i.e., better integrate students into on-campus events, create events at satellite campus)
- Participate in relevant campus committees and GSA initiatives, as determined by GSA President or Vice Presidents

QUALIFICATIONS:

- Must be in a program based on the satellite campus
- Completion of a post-secondary degree
- 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
- 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

APPLICATION:

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

gsa-vp@uwaterloo.ca

APPLICATION DEADLINE: JULY 28 AT 5PM