



Employment Opportunity

Graduate Student Association-University of Waterloo

ORGANIZATION: uWaterloo Graduate Student Association (GSA)

JOB TITLE: Campus Partnerships Coordinator

COMPENSATION: \$30.00/hour

HOURS PER WEEK: 5 hours per week

CONTRACT END DATE: December 2020, with opportunity for extension

POSITION SUMMARY:

- Identify and cultivate positive organizational relationships with on-campus stakeholders (e.g., Indigenous Student Centre, student clubs, administrative stakeholders) in order to create new events and services for uWaterloo graduate students, and to advance the Ends of the GSA.

KEY RESPONSIBILITIES:

- Work with the Vice President of Communications to identify on-campus stakeholders, and engage with stakeholders on behalf of the GSA to build positive professional relationships
- Organize programming and events with on-campus stakeholders that supports the GSA's vision of fostering a positive social, academic, and intellectual campus experience
- Collaborate with the GSA Vice President of Communications on key messaging
- Participate in other GSA initiatives, as determined by GSA President and Vice President of Communications

QUALIFICATIONS:

- 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