



Employment Opportunity

Graduate Student Association-University of Waterloo

ORGANIZATION: uWaterloo Graduate Student Association (GSA)

JOB TITLE: Data Analysis & Report Design Coordinator

COMPENSATION: \$30.00/hour

HOURS PER MONTH: 10 hours per month

CONTRACT END DATE: April 2021, with opportunity for extension

POSITION SUMMARY:

- To support the GSA's performance measurement and transparency efforts by developing and continuously updating a dashboard of key performance indicators (KPIs) that will be shared with the GSA membership, Board, and Council.
- To support the GSA in addressing graduate student issues by collecting, organizing, and analyzing information from various sources (literature, surveys, databases, websites, etc.) to assist in making appropriate recommendations and present results and findings to stakeholders.

KEY RESPONSIBILITIES:

- Under the direction of the Vice President of Administration, develop a dashboard of KPIs for all functions within the GSA executive team. The intent of the dashboard is to provide the GSA membership, Board, and Council with a succinct monthly update that provides a readily accessible overview of the GSA's accomplishments.
- Under the direction of the Vice President of Administration, collect information from various sources, organize, and analyze complex sets of information and interpret patterns and trends for developing recommendations and presenting results to relevant stakeholders.
- Other responsibilities may be delegated from time-to-time by the GSA President and/or the GSA Vice President of Administration.

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
- Ability to work with and build relationships with internal partners
- Must have excellent attention to detail

APPLICATION:

If you are interested in this position, please submit the following to gsa-admin@uwaterloo.ca: 1. CV, 2. cover letter (max 1 page), and 3. Optional: an example of a developed graphical visualization piece.

APPLICATION DEADLINE: JANUARY 6 AT 5PM