



Employment Opportunity

Graduate Student Association-University of Waterloo

ORGANIZATION: Graduate Student Association-University of Waterloo

JOB TITLE: Equity Coordinator

COMPENSATION: \$30.00/hour

HOURS PER WEEK: 8 hours per week

CONTRACT END DATE: December 2020, with opportunity for extension

POSITION SUMMARY:

- Promote gender and racial equity on campus, and serve as a primary advocate for University of Waterloo graduate students that are racialized, Black, Indigenous, disabled (a term covering a broad range and degree of conditions), and/or members of the LGBT+ community

KEY RESPONSIBILITIES:

- Advocate for on-campus initiatives and funding to support gender and racial equity
- Support confidential advising appointments for graduate students
- Working with the Vice President of Communications to organize and deliver programming and events focused on gender and racial equity
- Work with on-campus (e.g., AccessAbility Services, Human Rights, Equity and Inclusion) and off-campus stakeholders to develop programs and services for graduate students
- Collaborate with the Vice President of Communications on key messaging
- Develop end-of-term reports on the state of gender and racial equity on campus and in Canada
- Participate in relevant campus committees, as determined by GSA President and/or 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