



Employment Opportunity

Graduate Student Association-University of Waterloo

ORGANIZATION: uWaterloo Graduate Student Association (GSA)

JOB TITLE: Events Coordinator

COMPENSATION: \$30.00/hour

HOURS PER WEEK: 10 hours per month

CONTRACT END DATE: December 2021, with opportunity for extension

POSITION SUMMARY:

This position will support the planning and execution of ongoing and future events of the Graduate Student Association-University of Waterloo (GSA-UW) and the Graduate House, and will be required to support the strategic planning of the GSA-UW and Graduate House communications per the direction of the GSA-UW's Vice President of Communications, and on occasion the Graduate House Hospitality Manager.

KEY RESPONSIBILITIES:

- Manage and coordinate in-person and/or virtual event planning and logistics of the GSA-UW and Graduate House
- Synergize event schedules of the GSA-UW and Graduate house
- Participate in the execution of GSA-UW and Graduate House events in-person and/or virtually
- Participate in the communications planning of events
- Take photos of events for GSA-UW and Graduate House Communications
- Work with the Graduate House Hospitality Manager to coordinate event logistics

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
- 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-comms@uwaterloo.ca

APPLICATION DEADLINE: SEPTEMBER 24 AT 5PM