



Employment Opportunity

Graduate Student Association-University of Waterloo

ORGANIZATION: uWaterloo Graduate Student Association (GSA)

JOB TITLE: Graduate House Social Media and Events Coordinator

COMPENSATION: \$30.00/hour

HOURS PER WEEK: 3 hours per week (with opportunity for overtime to support events)

CONTRACT END DATE: December 2020, with opportunity for extension

POSITION SUMMARY:

- Manage the Graduate House' social media channels (e.g., providing new content, responding to queries, etc.) and support the coordination of events (in-person and online) occurring at the Grad House

KEY RESPONSIBILITIES:

- Provide a regular stream of new content for the Graduate House's social media channels (e.g., Twitter, Facebook, Instagram)
- Grow the Graduate House's social media presence and support student engagement efforts
- Work with the GSA Vice President of Communications to ensure consistent messaging
- Take photos of events occurring at the Graduate House and support the planning/logistics of recurring and special events (e.g., trivia nights, concerts, etc.)

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
- Experience with social media, and access to a high-resolution camera to support the Graduate House's social media channels

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