Employment Opportunity
Graduate Student Association-University of Waterloo

ORGANIZATION: uWaterloo Graduate Student Association (GSA)

JOB TITLE: Minute Taker

COMPENSATION: $20.00/hour

HOURS PER WEEK: 5 hours per week

CONTRACT START DATE: September 2020

CONTRACT END DATE: December 2020, with opportunity for extension

POSITION SUMMARY:
− The Minute Taker is responsible for taking minutes at GSA Council meetings, and other special meetings on an ad hoc basis.

KEY RESPONSIBILITIES:
− The minute taker will ensure that minutes accurately reflect the decisions and discussion that took place during meetings and that minutes are completed in a timely manner.
− The minute taker must attend all meetings when required and will liaise with representatives (e.g., Speaker of Council) to ensure a draft of meeting minutes are provided to the respective representative within one week of each meeting.
− The minute taker will maintain confidentiality of all items discussed in meetings (non-disclosure agreement will be required).

QUALIFICATIONS:
− Completion of a post-secondary degree
− Must be a graduate student at the University of Waterloo (full-time or part-time)
− Minimum of 1 year of professional experience with a proven track record of delivering outstanding customer service, excellent communication and interpersonal skills
− Knowledge of the GSA and University of Waterloo
− Strong writing skills
− 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, 2020*