



Employment Opportunity

Graduate Student Association-University of Waterloo

ORGANIZATION: uWaterloo Graduate Student Association (GSA)

JOB TITLE: Policy Coordinator

COMPENSATION: \$30.00/hour

HOURS PER WEEK: 5 hours per week

CONTRACT END DATE: December 2020, with opportunity for extension

POSITION SUMMARY:

- Review and update the GSA's policy registry—inclusive of corporate documents, policies, and bylaws—to bolster the GSA's corporate governance structures

KEY RESPONSIBILITIES:

- Support the mandate of the GSA Board, Council, and Joint Policy Review Committee by reviewing and updating the GSA's corporate policies
- Support the review of uWaterloo policies pertaining to graduate students and the GSA's political positions
- Draft and propose new GSA policy instruments to the GSA Executive, Board, and Council
- Participate in relevant campus committees and other GSA initiatives, as determined by GSA President and 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
- Experience working with a university student organization and demonstrated knowledge of the GSA, the University of Waterloo, and their respective policy frameworks
- 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