



Employment Opportunity

Graduate Student Association – University of Waterloo

Job Title: Minute Taker (GSA Council)

Reports To: GSA Speaker of Council

Compensation: \$20 per hour

Hours per Month: 10 hours per month

Effective Date: February 1, 2022

End Date: December 31, 2022, with opportunity for extension

Position Summary:

The Minute Taker is responsible for taking minutes at GSA Council meetings. There may also be GSA meetings wherein minutes are required on a case-by-case basis.

Key Accountabilities

- 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 (including but not limited to GSA corporate secretary and 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

- Full- or part-time graduate student at the University of Waterloo
- 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 gsacounc@uwaterloo.ca

APPLICATION DEADLINE: January 21, 2022, AT 5 PM EST