



Employment Opportunity

Graduate Student Association - University of Waterloo

Job Title: Labour Coordinator

Department: Graduate Student Association – University of Waterloo

Reports To: GSA Vice President of Communications

Jobs Reporting: Executive Support Staff

Salary Grade: \$30 per hour at 15 hours per month

Vacation Entitlement: 4% vacation pay

Effective Date: May 2, 2022

End Date: April 30, 2023 (renewable with satisfactory performance)

Primary Purpose

The primary purpose of this position is to support graduate student workers (e.g. teaching assistants, research assistants, and sessionals etc.) and assist in the Graduate Student Association – University of Waterloo’s mission to advocate for the academic and social needs of all graduate students at UWaterloo.

Key Accountabilities

Administrative Support

- Support ongoing research and population of Graduate Student Workers web page
- Create strong awareness of professional development opportunities for student workers to enhance their capacities in teaching and other relevant transferable skills
- Facilitate monthly office hours to consult student workers on workplace issues and concerns
- Support the review of UWaterloo policies pertaining to graduate student work and/or workers, and the GSA-UW’s political positions
- Participate in relevant campus committees and other GSA initiatives, as determined by the GSA President and Vice President of Communications

Communications & Events

- Work with the GSA Vice President of Communications and GSA Communications Coordinator to develop a stream of social media content with the goal of disseminating information pertaining to graduate student work
- Monitoring and responding to emails, phone messages; coordinating meetings with relevant stakeholders
- Identify and leverage existing student services to augment support for student workers
- Coordinate educational workshops and seminars to inform student workers of their rights, training tools, and relevant student services



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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
- Experience working with a university student organization and demonstrated knowledge of the GSA, the University of Waterloo, and their respective policy frameworks
- Demonstrated ability to manage sensitive and confidential topics in a professional and diligent manner
- Demonstrated ability to work with and build relationships with internal and external partners

Nature and Scope

Level of Responsibility: Reporting to the Vice President of Communications

Compensation: Incumbent will work **15 HOURS per month**

Decision-making Authority: Decision-making authority as assigned in this job description and otherwise delegated from time to time by the GSA President and/or Vice President of Communications

Physical and Sensory Demands: Minimal demands typical of operating within an office environment (e.g., attention to detail, required attendance and active participation at meetings/events, etc.). Note: a significant portion of the roles and responsibilities of this position may be completed remotely; however, in-person participation may occasionally be required.

Working Environment: Exposed to stress and pressure associated with a labour coordinator role (e.g., unusual hours or schedules, multiple tight deadlines beyond one's control, etc.).

Termination: Either party may terminate this contract by providing two weeks' notice. Where there is just cause for termination, the GSA-UW may terminate the employment without notice, as permitted by law.

APPLICATION: If you are interested in this position, please send your CV and cover letter (max 1 page) to gsa-comms@uwaterloo.ca. In your email, use the subject heading "Labour Coordinator Application"