



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: May 2020 (exact day TBD)

CONTRACT END DATE: September 2020, with opportunity for extension

POSITION SUMMARY:

- The Minute Taker is responsible for taking minutes at GSA meetings, including (but not limited to) meetings of the GSA Council and the GSA Board of Directors.

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 (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:

- 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: April 16, 2020