



Job Description

Job Title: GSA Vice-President Administration

Reports To: GSA President

Job Status: Temporary Appointment (Contract)

Wage: 15 hours per week at \$36 per hour

Term of Office: August 2021– July 2022

Primary Responsibilities

- The Vice President of Administration will support the President in providing leadership for the Graduate Student Association-University of Waterloo (GSA-UW), both internally and externally, and accomplishing the Ends of the GSA-UW.
- The primary purpose of this position is to—under the oversight of the President—lead the operation and strategic planning of the GSA-UW’s administrative, corporate compliance, reporting, and student advising initiatives.
- The Vice-President of Administration will support the President in developing, executing, monitoring, and evaluating organizational strategies for student wellness (inclusive of supporting student tribunals and policy grievances), reporting and data visualization, policy development, and international student engagement.
- Additional responsibilities pertaining to the GSA’s operations may be set by the President on an ongoing basis.

Key Accountabilities:

- The Vice-President Administration will uphold the GSA-UW mission, vision, and values, and the bylaws and policies of the Association.
- The Vice-President Administration will represent the interests of graduate students on University of Waterloo (UW) committees and to external bodies.
- The Vice-President Administration will support GSA-UW programming and events.
- The Vice-President Administration will directly manage several members of the GSA-UW executive team, as determined by the GSA-UW President.
- The Vice-President Administration will support GSA-UW governance bodies (e.g., Board and Council).
- The Vice-President Administration will serve as a member of the GSA-UW Council.

Qualifications:

- Graduate student enrolled at the University of Waterloo
- Strong interpersonal and communication (verbal and written) skills
- Ability to work in teams and collaborate with persons from diverse backgrounds
- Experience serving in the GSA-UW or other student association is an asset
- Experience developing strategy and policies is an asset
- Experience serving on committees is an asset
- Experience in public speaking is an asset

Nature and Scope:

Level of Responsibility:

- Senior leadership, reporting to the GSA-UW President



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Decision-Making Authority:

- Decision-making authority as assigned in this job description and as otherwise delegated from time to time by the GSA-UW President

Physical and Sensory Demands:

- Minimal demands typical of a senior position operating within an office environment
- Attention to detail, report writing, large volume of reading material at times, attendance and active participation at meetings

Working Environment:

- Exposed to stress and pressure associated with senior level responsibilities
- There may be unusual hours or schedules, and multiple tight deadlines beyond one's control

APPLICATION:

If you are interested in this position, please send your CV and cover letter (max 1 page) to gsaoffice@uwaterloo.ca

In your email, use subject heading "VP Administration Application"

Applications will be accepted until July 8, 2021 at 5PM