



Employment Opportunity

Graduate Student Association - University of Waterloo

Job Title: Vice President of Communications

Department: Graduate Student Association – University of Waterloo

Reports To: GSA President

Jobs Reporting: Executive Support Staff

Salary Grade: \$36 per hour (15 hours per week)

Vacation Entitlement: 4% vacation pay

Effective Date: August 15, 2022

End Date: August 11, 2023 (renewable with satisfactory performance)

Primary Purpose

The Vice President of Communications 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 — direct the GSA-UW's communications operations, including developing a communications strategy and planning long-term initiatives. They will manage support staff dedicated to communications operations including social media, website management, and email campaigns. Most interactions of the GSA-UW with the graduate student body take place through or are facilitated by the communications operations, and so the Vice President will ensure graduate students are well informed of the GSA-UW, services accessible to them, opportunities for community building and socialization, and other key information as laid out in a communications strategy.

Subject to changes in the organizational structure, they may also manage several advocacy portfolios (and associated support staff) of the GSA-UW, possibly including Equity, Labour, and Housing. Collaborating on work plans and strategy under these portfolios would be part of their responsibilities. Additional responsibilities pertaining to the GSA's operations may be set by the President on an ongoing basis.

Key Responsibilities

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



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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 and University of Waterloo
- Experience developing strategy and policies is an asset
- Experience serving on committees is an asset
- Experience in public speaking is an asset
- Experience developing strategy and policies is an asset
- Ability to work with and build relationships with internal and external partners
- Ability to work in teams and collaborate with persons from diverse backgrounds
- Must have excellent attention to detail
- Strong interpersonal and communication (verbal and written) skills

Nature and Scope

LEVEL OF RESPONSIBILITY: Reporting to the GSA President.

DECISION-MAKING AUTHORITY: Decision-making authority as assigned in this job description and as otherwise delegated from time to time by the GSA President.

PHYSICAL AND SENSORY DEMANDS: Minimal demands typical of operating within an office environment (e.g., attention to detail, report writing, large volume of reading material, required attendance and active participation at meetings, etc.). Note: a significant portion of the roles and responsibilities of this position may be completed remotely; however, in-person participation will be required on an ongoing basis.

WORKING ENVIRONMENT: Exposed to stress and pressure associated with a communications role and senior level responsibilities (e.g., unusual hours or schedules, multiple tight deadlines beyond one's control, etc.).

COMPENSATION: Incumbent will work **15 HOURS per week** and report to the GSA President.

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 and corporate policies.

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