



Job Description

Job Title: GSA Vice-President

Reports To: GSA President

Job Status: Temporary Appointment (Contract)

Wage: 20 hours per week at \$36 per hour

Term of Office: July, 2020– April, 2021

Primary Responsibilities

- The Vice-President 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 Vice-President will uphold the GSA-UW mission, vision, and values, and the bylaws and policies of the Association.
- The Vice-President will support the President in developing, executing, monitoring and evaluating organizational strategies for communication, graduate student engagement, and advocacy.
- 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 the President in developing operational policies and guidelines.
- The Vice-President will serve as a member of the GSA-UW Council.

Key Accountabilities

The Vice-President will support the President in providing vision & leadership by:

- Assisting in creating a work plan for development, execution, monitoring, evaluation and reporting of strategies for communication, graduate student engagement, and advocacy
- Assisting with special projects aimed at accomplishing Ends of the GSA-UW
- Representing the interests of graduate students to UW and external bodies
- Representing the GSA-UW at events and functions as requested by the President
- Overseeing the work completed by GSA Directors and administrative staff
- Assisting with other executive duties from time to time

The Vice-President will support the President in advocacy efforts by:

- Assisting with the development, execution, monitoring, evaluation and reporting of strategy for advocating on behalf of the GSA-UW to UW as well as to the municipal, provincial, and federal government
- Assisting with building and maintaining relationships with UW offices and external partners
- Advising the GSA-UW Council on social, political, and academic issues and decisions affecting graduate students
- Assisting with recruiting graduate student representatives to sit on UW committees and providing orientation to appointed representatives
- Assisting with developing guidelines for evaluating and monitoring performance of graduate student representatives on UW committees

The Vice-President will support the President in graduate student engagement efforts by:

- Assisting with the development, execution, monitoring, evaluation and reporting of graduate student engagement strategy
- Working closely with GSA-UW staff to plan events every semester for engaging graduate students politically, intellectually and socially



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- Working closely with GSA-UW staff to plan and organize outreach events to engage the community and create awareness
- Assisting with designing and administering surveys on various issues affecting graduate students as well as analyzing and reporting survey results

The Vice-President will support the President in communication efforts by:

- Assisting with the development, execution, monitoring, evaluation and reporting of internal communications strategy for the GSA-UW
- Assisting with the development, execution, monitoring, evaluation and reporting of strategy for external communications with graduate students, UW partners, external partners and other stakeholders

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
- Experience serving in the GSA-UW or other student association is an asset
- Experience developing strategy and policies is an asset

Nature and Scope

Level of Responsibility:

- Senior leadership, reporting to the President

Decision-Making Authority:

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

Resumes/CVs, along with a brief statement of interest (1 page max), should be sent to gsa-vp@uwaterloo.ca by June 7th, 2020 at 11:59PM. Please use the subject line “GSA VP Application”. The GSA Vice President Nominating Committee will review applications and conduct interviews with selected individuals. Only full-time graduate students at the University of Waterloo are eligible for this position.