



**GRADUATE  
STUDENT  
ASSOCIATION**  
UNIVERSITY OF WATERLOO

## **Job Description: Events Coordinator**

**Job Title:** Events Coordinator

**Reports To:** Vice President of Administration

**Hours:** 7 hrs/week

**Wage:** \$26.00/hr

**Effective Date:** April 22<sup>nd</sup>, 2024

### **Primary Purpose**

This position's main purpose is to help with the operation and strategic planning of the Graduate Student Association's (GSA) social and wellness events. This position is responsible for planning and executing the ongoing and future student events under the leadership of the VP of Administration.

### **Core Responsibilities**

- Plan and execute events centered on the physical, mental and social wellness of graduate students.
- Manage the logistical requirement of events such as finding and booking venues, liaising with relevant stakeholders and purchasing materials
- Manage all event set-up, tear-down, and follow-up process
- Coordinate and collaborate with the Communications team to create graphics and social media posts to promote events
- Monitor and report the level of attendance and participation in each event
- Collaborate with the Engagement Coordinator to develop Feedback-survey and



report the graduate students' level of satisfaction with the GSA events and services.

### **Required Qualifications**

- Must be full-time or part-time graduate student at the University of Waterloo
- Minimum of at least 1 year of professional experience with a proven track record of event planning and delivering outstanding customer service
- Excellent communication and interpersonal skills
- Experience working with student-led organizations and demonstrates knowledge of the GSA and the University of Waterloo
- Strong communication and interpersonal skill
- Must have excellent attention to detail
- Ability to problem solve and adapt in workplace
- Well-organized with excellent multi-tasking skills

### **DIVERSITY AND EQUITY:**

*The GSA is involved in significant conversations and decisions directly related to student life at UW, and this dialogue is strengthened when the GSA staff team is composed of students with diverse backgrounds, identities, challenges and experiences. The GSA welcomes and encourages applications from qualified individuals who are Black persons, Indigenous persons, and persons of colour, persons with disabilities and/or accessibility needs, all religions and ethnicities, and all gender identities, gender expressions and sexual orientations.*