



## **Job Description: Interim Vice President of Administration**

**Job Title:** Vice President of Administration

**Reports To:** President

**Hours:** 12 hrs/wk

**Wage:** \$33.00/hr

**Start Date:** May 5<sup>th</sup>, 2025

**End Date:** August 31<sup>st</sup>, 2025 (With potential for contract renewal based on performance evaluations)

### **Primary Purpose**

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—broaden and deepen student engagement through supporting the GSA council, departmental Graduate Student Associations, volunteer engagement, and the GSA's social and wellness events.

Additional responsibilities pertaining to the GSA's operations may be set by the President on an ongoing basis.

### **Core Responsibilities**

- Uphold the GSA-UW mission, vision, mission, and values.
- Represent the interests of graduate students on University of Waterloo (UW)



committees and to external bodies.

- Lead and support the GSA's wellness and social events.
- Support the GSA Council, working in conjunction with the GSA President and Council chair
- Actively engage with council members and Departmental Graduate Student Associations (dGSAs) to enhance GSA's relationship with graduate students.
- Maintain a list of all active dGSAs and volunteers.
- Support the recruitment, retention, and engagement of GSA's volunteers.
- Support the current and newly formed dGSAs with their constitutions and programming.
- Other responsibilities may be assigned by the President.

### **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 (verbal and written), and interpersonal skills.
- Experience working with student-led or non-profit organizations and demonstrated knowledge of the GSA and the University of Waterloo.
- Ability to work with and build relationships with internal and external partners.
- Able to work independently and as part of a team.
- Highly organized and detail-oriented.
- Experience in developing strategies and policies is an asset.
- Experience in public speaking is an asset.

### **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*



**GRADUATE  
STUDENT  
ASSOCIATION**  
UNIVERSITY OF WATERLOO

*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.*