



**GRADUATE
STUDENT
ASSOCIATION**
UNIVERSITY OF WATERLOO

Job Description: GSA President

Job Title: President & Chief Executive Officer

Reports To: GSA Board of Directors

Hours: 15 hrs/wk

Wage: USG 10 (Equivalent to \$41.48 at 15 hours a week)

Start Date: April 28th, 2025

End Date: April 30th, 2026 (With potential for contract renewal based on performance evaluations)

Primary Purpose

The President is the Chief Executive Officer of the Graduate Student Association. Within the scope of the corporate bylaws and policies, the President has full operational control and responsibility for the Association, including budgeting and spending. The President is an ex-officio member of the Board of Directors, and as such is a fiduciary.

Core Responsibilities

Representation & Advocacy

- Represents the Association to the University of Waterloo and external organizations, including municipal, provincial, and federal levels of government
- Oversees management of stakeholder relations and communications with stakeholders
- Represents and promotes the interests of members and advocates the Association's goals and political positions



- Manages the appointment, orientation, supervision, and reporting of members serving as representatives on university-wide committees and external governing, advocacy, and advisory bodies
- Monitors and evaluates performance of representatives to ensure actions of representatives align with the GSA's policies and political positions

Strategic Planning

- Leads the development of the Association's multi-year strategic plan
- Develops an annual work-plan to implement the multi-year Strategic Plan and operationalize organizational goals and strategic priorities outlined in the Plan

Operations

- Operates the Association according to corporate bylaws and policy
- Works closely with the General Manager to establish policies and procedures to maintain operational continuity, effective operations, and policy compliance
- Interprets and operationalizes Board policy
- Ensures that all organizational practices, activities, decisions are lawful, prudent, and align with commonly accepted business, professional, academic ethics and practices
- Ensures that the Association's operations are directed towards achieving the goals outlined in the Ends policy, and in fulfilling the mission and vision of the organization
- Ensures that the Association's operations comply with Board-specified limitations set forth in the Executive limitations policies
- Oversees delivery and administration of all GSA services, ensuring that the organization operates efficiently, effectively, and sustainably
- Oversees Association's engagement activities to ensure activities comply with the Association's policies and relevant legislation
- Oversees internal and external communications to ensure practices comply with the Association's policies and relevant legislation
- Ensures useful organizational information and records are retained, protected and backed up
- Reports on policy compliance according to the Board's monitoring schedule



Finances

- Presents and reviews financial statements in conjunction with the General Manager to ensure that the goals of the organization outlined in the Ends policy are met
- Works with the General Manager on the development, monitoring, and reporting of and on an annual budget for the Association
- Authorizes spending of the organization and ensures accounting and financial management of the organization comply with the organization's policies and relevant legislation
- Ensures setting, collection and reporting of fees charged by the Association are done in accordance with the Association's policies, by-laws, and relevant legislation
- Ensures information needed by external auditors for the annual audit of the corporation's finances is provided in a timely manner
- Ensures the organization's finances and assets are protected against fraud and other risks

Human Resources

- Has final authority on all human resources matters including decisions on hiring, discipline and dismissal of staff
- Leads the recruitment, hiring, and onboarding of the GSA Vice Presidents
- Works closely with the Board of Directors to recruit, hire, and onboard the General Manager
- Works with the General Manager to ensure that all human resources policies and procedures comply with the organization's policies and relevant legislation
- Prepares the annual performance appraisals of the GSA General Manager, Hospitality Manager and Vice Presidents directly reporting to the President
- Works with the General Manager to review annual performance appraisals of management staff
- Provides ongoing coaching and feedback for the General Manager, Hospitality Manager and Vice Presidents



- Ensures that conditions for staff are fair, equitable, and safe, and that staff are compensated appropriately
- Ensures an emergency succession plan is in place to protect the Association from sudden loss of President services

Required Qualifications

Education

- Currently enrolled as a graduate student at the University of Waterloo college diploma or university degree

Experience

- At least 1 year of managerial/leadership work experience
- Experience within the GSA in any level is an asset
- Experience working collaboratively in teams with persons of various cultural, economic, and educational backgrounds
- Experience working with university student associations is an asset
- Experience developing organizational policies to support operational objectives and goals
- Experience in managing finances is an asset
- Experience in managing performance of staff is an asset
- Experience in lobbying and advocacy is an asset
- Experience in strategic planning is an asset

Knowledge/Skills/Abilities

- Knowledge of management practices
- Knowledge of corporate finances (e.g. insurance, investments, accounting, budgeting)
- Excellent communication skills
- Strong interpersonal skills and ability to work in a diplomatic manner to establish and maintain working relationships with campus partners, resources and community stakeholders.



- Strong organizational and critical thinking skills with the ability to multi-task and manage priorities effectively
- Familiar with Microsoft Office Suite and productivity software
- Strong leadership skills including ability to maintain self-confidence of others and encourage ongoing training and professional development
- Good listening and conflict resolution skills
- Ability to manage change and take the initiative to improve processes and conditions

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.