Job Title: Minute Taker (GSA Council and GSA Board)
Reports To: GSA Speaker of Council & GSA Board Chair
Compensation: $22.5 per hour
Hours per Month: 12 hours per month
Effective Date: August 28th, 2023
End Date: August 31st, 2024

Position Summary:
The Minute Taker is responsible for taking minutes at GSA Council meetings and GSA Board meetings. There may also be GSA meetings wherein minutes are required on a case-by-case basis.

Key Accountabilities

• The minute taker will ensure that minutes accurately reflect the decisions and discussion that took place during meetings.
• The minute taker must attend all meetings when required and will liaise with representatives (including but not limited to GSA corporate secretary, Speaker of Council and Chair of the Board) to ensure a draft of meeting minutes are provided to the respective representative within one week of each meeting.
• Minutes are expected to be completed with-in one week of the council & board meetings.
• The minute taker will maintain confidentiality of all items discussed in meetings (non-disclosure agreement will be required).

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
• Knowledge of the GSA and University of Waterloo
• Strong writing skills
• Must have excellent attention to detail
• Past experience facilitating meetings and being a minute taker will be a great 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 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.