Job Title: Engagement Coordinator

Department: Graduate Student Association – University of Waterloo

Reports To: GSA Vice President of Administration

Jobs Reporting: Executive Support Staff

Salary Grade: $26 per hour (5 hours per week)

Vacation Entitlement: 4% vacation pay included as part of the regular pay

Effective Date: August 28, 2023

End Date: August 31, 2024 (renewable with satisfactory performance)

Primary Purpose

The primary purpose of this position is to support the strategic planning and operation of the Graduate Student Association’s (GSA) student outreach initiatives.

This position will support ongoing and future student engagement initiatives (e.g., workshops, events, etc.) through volunteer recruitment and will be responsible for growing membership/participation and training of the departmental GSAs (dGSAs).

Key Accountabilities

- Promote the GSA’s presence on campus via engagement with students, Departmental GSAs, volunteers, and campus committees
- Attend regular meetings with the Vice President (VP) of Administration to coordinate new and recurring outreach initiatives
- Lead the engagement and development of departmental GSA’s (e.g., coordinate training sessions, organize workshops, etc.)
- Manage dGSAs student fee information and distribute at the beginning of each term
- Manage and expand a GSA volunteer network
- Develop and execute strategies for securing member feedback and increasing student engagement
- Engage with graduate student clubs and explore opportunities for collaboration to lead workshops and training sessions for GSA representatives on campus committees
- Attend GSA and Grad House events to interact with students, provide support to event staff and collect feedback on events
- Collaborate with the GSA Vice President Communications and staff on key messaging
- Participate in relevant campus committees, as determined by GSA VP Admin
- Other tasks as provided by the GSA President and/or GSA VP Admin
Employment Opportunity
Graduate Student Association - University of Waterloo

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
- Experience working with a university student organization and demonstrated knowledge of the GSA and University of Waterloo
- Experience with social media networking (e.g. Instagram, Facebook, Twitter)
- Ability to work with and build relationships with internal and external partners
- Must have excellent attention to detail
- Excellent Written and Verbal Communication 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.