



# Employment Opportunity

## Graduate Student Association - University of Waterloo

**Job Title:** Advising Coordinator

**Department:** Graduate Student Association – University of Waterloo

**Reports To:** GSA Vice President, Advocacy

**Job Reporting:** Executive Support Staff

**Salary Grade:** \$26.00 per hour (5 hrs/week)

**Vacation Entitlement:** 4% vacation pay

**Effective Date:** September 25<sup>th</sup>, 2023

**End Date:** October 4<sup>th</sup>, 2024

### **Primary Purpose**

The primary purpose of this position is to support graduate students at the University of Waterloo by assisting the Graduate Student Association (GSA) in managing, operating, and delivering advising sessions to graduate students.

This position will support current and ongoing strategic planning initiatives and will be required to represent the GSA to campus stakeholders – per the direction of the GSA VP Advocacy.

### **Key Accountabilities**

- **Summary:**
  - Serve as a primary advocate for graduate students engaging in grievances or navigating the policies of the University of Waterloo.
- **Key Responsibilities:**
  - Serve as a liaison among the GSA to refer graduate students who would benefit from more specialized support (e.g., refer and consult with the Equity Coordinator for equity-related concerns).
  - Provide confidential advising appointments to students with respect to University policies; supervisor relationships; filing a grievance, appeal or petition; support for meetings; etc.
  - Participate in relevant campus committees, as determined by GSA Vice President of Advocacy.

### **Required Qualifications**

#### **Education**

- Completion of a post-secondary degree or professional qualifications



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### Experience

- Full- or part-time graduate student at the University of Waterloo
- Minimum of 1 years of professional experience with a proven track record of delivering outstanding communication and interpersonal skills
- Experience working with a university student organization and demonstrated knowledge of the GSA and University of Waterloo
- Ability to work with and build relationships with internal and external partners
- Must have excellent attention to detail

### Knowledge/Skills/Abilities

- Proficient in MS Word, Excel and PowerPoint

### Nature and Scope

- **Contacts:** The Advising coordinator will focus on enhancing the social and academic experience of graduate students at the University of Waterloo.
- **Level of Responsibility:** The Advising coordinator will operate with significant autonomy. Strategic direction concerning student wellness initiatives will be issued by the GSA Vice President. Approval for new student wellness initiatives must be sought via the GSA Vice President.
- **Sensory Demands:** The Advising coordinator must have excellent attention to detail to ensure their activities align with the GSA's vision, mission, and values.
- **Working Environment:** Incumbent will work 5 hours per week, and will report to the GSA Vice President to support the coordination and execution of the GSA's student wellness initiatives.
- **Termination:** Either party may terminate this contract by providing two weeks' notice. Where there is just cause for termination, the GSA-UW may terminate the employment without notice, as permitted by law.

### 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.*